App. F. IX-4

Previous References

1931. (Pty)

File No. 37-31

Serial Nos. /

Later References

preserve BP 1/9

General and Revenue Secretariat.

Serial Nos.

Part B for December 31.

SUBJECT.

Revised stationery Manual.

To

G. 47193 10.12.31.

The Superintendent of Stationery

Library

Libraries with certain modifications
Manual

General and Revenue Secretariat | P/5 | File No. 35 | of 193 /.

Serial No.

From the Depot, St I
No 5 1012 d 12.4.31
Submit. the final proof of
revised St & I manual for a
final print and P.O. ...
Sanction. The original manual
Depot Contracts only Part I
Depot has now proposed the
of Pars. II and III hereto St.
The additions now appear to be
necessary in the present circumstances
under Printing which has to be fo
No St & Rules have now incorporated
in the manual of St Circulars
St & orders Part I and II and
revised Rules now proposed to
Page 164
may perhaps be issued as
to the Manual of St Circulars
Standing orders. Perhaps
Depot may be asked whether
himself to Part I which relates
to the working of the office of
St & Depot & the form &c
orally relating thereto
1/1/2 Mk
The Manual may be approved
Parts II, III & IV being printed as
hereto. (This consolidated Manual
a very useful book of reference al
may entail some cost).
(Genl clerk)

GENERAL SECRETARY
31 DEC. 1931
No 3934

Contn. Sheet.

WD 70—GBPM—60,000—13-8-31

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File No. of 193

General and Revenue Secretariat

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Issued 8-12-31

for

D.

Mr Supdt of Sty

No. 4719 of 10-12-31

Ahh with certain modifications the proposals of the Sty Manual.

B
8 12/31

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore,....12th November 193

No. S. 1012.
ENCL. Revised Stg. Manual in duplicate.

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

H. V. Ramaswami, Esq., M. A., B. L.,
General Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

In continuation of this office No. S. 925 dated 31st October stating that a final proof of the revised Stationery Manual will be sent shortly, I have the honor to forward the same in duplicate for favour of approval and final print and publication.

I have the honor to be,
Sir,
Your most obedient servant.
B. Puttaiya
Superintendent.

S. L. N.

G.R.S. App. F VI—G 4]

SUBJECT .....

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Diary No. of letter replied to .....

File No.

Serial

General and Revenue Secretariat

( )

the 193*

Proceedings of the Government of His Highness the Maharaja of My

Date of issue ...10/10/... 193/.

Signed by ...Mr. M. Venkata Rao...

Read— Letter No. S. 1012 dated 12th May 37 from the ~~Secretary~~ of Stat[e] Bangalore Town for ~~final~~ approval ~~and~~ ~~publication~~ final proof of the Stationery Manual

Order thereon.—No. G. 4719/[illegible]

Approved with modification that will form the main part [illegible] as annexure to the ~~Manual~~ ~~thereto~~ to the ~~Manual~~ there 6 preface should be modified ac[illegible]

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

[illegible] 8/2

Proceedings of the Government of His Highne
the Maharaja of Mysore.

Read.

Letter No. S.1012 dated the 12th November 1931 ~~m~~ the Superintendent of Stationery, Bangalore, submitting ~~f~~ approval a Final proof of the revised Stationery Manual.

Order No. F. 4719 Sect.
H S 86-31-1
Dated, Bangalore, the /9th Decemb

Approved with the modification that Part I ~~f~~ form the Manual and Parts II, III and IV printed as annexure ~~p~~reto. The preface should be modified accordingly.

R Devaru
Z. General Secretary to ~~r~~nment.

To

The Superintendent of Stationery, Bangalor

Proof for approval

B.P.

9/11

PREFACE.

The first edition of the Mysore Stationery Manual was issued in 1918. The orders issued by Government from time to time during the 13 years that have elapsed have rendered it necessary to issue a revised edition and the replacement of the system of annual indents by standardised lists of stationery and forms has resulted in a thorough revision of the Stationery Rules. Opportunity has been taken to incorporate the revised Stationery Rules and the forms and registers in use in the Stationery Depot. The Manual has been divided into four parts. Part I contains the Government Orders regulating the work of the Depot and the issue of forms and stationery to public offices. Part II contains the Stationery Rules. Part III contains Government Orders regarding the issue of special articles and the instructions issued from time to time for economy in the use of Stationery Articles. Part IV embodies the appendices and the forms and registers in use in the Stationery Office.

28th July 1931.

B. PUTTAIYA,
Superintendent.

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MANUAL

OF THE

MYSORE GOVERNMENT STATIONERY DEPOT.

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PART I.

CHAPTER I.

ORGANIZATION AND DISCIPLINE.

1. The Stationery Office is under the administrative control of the Chief Secretary to Government, the Superintendent being in immediate charge.

No. 6, dated 31st March 1896; G. 13703-4—G. M. 126-14-12, dated 9th June 1915; G. O. No. G. 26331-2—P. & S. 67-18-3, dated 23rd May 1919; G. O. No. E. 4039-101—P. & S. 33-23-13, dated 30th December 1922; G. O. No. E. 5730-1-P. & S. 33-22-22, dated 7th April 1923; G. O. No. G. 11400-1—P. & S. 11-26-31, dated 27th April 1927 and G. O. No. G. 13697-8—P. & S. 41-27-8, dated 12th June 1928.

The sanctioned strength of the office is as follows :—

			Rs.
1.	Supervisor	... ...	75—5—100
2.	Store-keeper	... ...	65+2 P.A.
3.	Head Accountant	... ..	55
4.	Accountant	... ...	45
5.	Assistant Store-keeper	...	40
6.	Indent Clerk	... ...	35
7.	Typist	... ...	30
8.	Record-keeper	... ..	25
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2. In the matter of appointments, promotions and punishment, the Superintendent should be guided by the following rules :—

G. O. No. E. 3464-6—P. & S. 18-23-26, dated 31st January 1924; No. G. 3906-8—P. & S. 9-25-18, dated 4th December 1925, and No. G. 7844-6—P. & S. 36-27-2, dated 28th December 1927.

(1) All appointments, whether fresh or on promotion in the Stationery Depot, of which the monthly salary exceeds Rs. 50 shall be made only with the previous sanction of Government. The Superintendent shall report the occurrence of such vacancies to Government with definite recommendations in each case setting forth the claims and qualifications of the available candidates.

(ii) All other appointments in those offices may be made by the Superintendent.

(iii) Appointments or promotions involving transfer of officials whose pay exceeds Rs. 50 from one office to another under the Superintendent require the previous sanction of Government.

G. O. No. Fl. 8357-60—S. & A. 422-30-2, dated 7th April 1931.

(iv) The powers of punishment and granting leave follow those of appointment, an appeal to Government being allowed from orders passed by the Superintendent. The Superintendent will however have power to grant leave not exceeding one month to officials drawing more than Rs. 50 but less than Rs. 100 and make acting arrangements during their absence. He will have power to grant leave up to two months in the aggregate during extension of service to all officials whose pay does not exceed Rs. 50 per mensem. He will have power to fine officials drawing more than Rs. 50 but less than Rs. 100 per mensem for persistent negligence in work or indiscipline up to Rs. 5 in each case.

G. O. No. G. 11823-60—P. & S. 66-29-2, dated 27th June 1930.

The Sub-Assistant Superintendent of the Government Press is in direct charge of the Stationery and Forms Sections under the general control of the Superintendent. It is his duty to regulate the supply and distribution of stationery and forms according to the rules, having regard to economy in cost and to the prevention of waste. He is responsible to see that work is carried on with the maximum of efficiency and the minimum of cost.

3. The Supervisor is the ministerial head of the office and is responsible for the general efficiency of the office. He shall see that all the clerks under him are fully employed ; that the routine duties are carried out thoroughly and regularly, that the rooms of the office are kept neat and tidy and that all office records are preserved in proper order.

4. He should see that the personal registers of the clerks are mantained properly. He should examine these registers once a month and initial them in token of such examination.

5. He should see that the General Rules of Office Procedure are strictly observed in the office.

G. O. No. G. 489-90 P. & S. 69-30-3, dated 16th July 1931.

6. The office hours are from 11 A.M. to 5 P.M., except on Saturdays when the office will be be held from 7-30 A.M. to 12-30 P.M.

7. An attendance register is maintained and clerks are required to affix their initials against their names as

soon as they come to office. The attendance register will be sent up to the Superintendent or other officer deputed by him to examine it for inspection at 11-15 A.M., every morning.

Late attendance without permission will be converted into leave as follows :—

For every four times of more than 15 minutes' and under 30 minutes' late attendance in each month or every late attendance of 30 minutes or longer late or one attendance of two hours late, one day is deducted from leave due.

CHAPTER II.

Office Routine.

8. The General Rules of Office Procedure issued by Government as amended from time to time, will be generally followed in the Stationery Depot.

9. All official covers addressed to the Depot shall be opened by the Superintendent or in hisabsence by the Sub-Assistant Superintendent who shall mark on each letter the date of its receipt indicating on each the action to be taken by the office with such instructions as may be necessary. These will be passed on through the Sub-Assistant Superintendent to the office for necessary action being taken.

10. When any cover is marked "Confidential" the Superintendent or the Sub-Assistant Superintendent will deal with it personally.

11. For the registration of papers received or sent out, the office maintains the following registers :—

1. From Register.
2. To Register.
3. Peon Book.
4. Tappal Book.
5. D. O. Register.

12. The Supervisor must put up notes and drafts himself in all important cases. In routine cases, the clerks concerned will prepare notes and drafts. All notes shall be temperately written and should be free from personal remarks.

13. Ordinarily the maximum time allowed for the submission of letters and cases for orders is three clear days; but simple letters and references which do not require much referencing, also unofficial references which have been fully referenced should be submitted the day after receipt in the office. If, for any reason, a longer period than three days is required to get any cases or classes of cases ready for submission, the permission of the Superintendent must be obtained in writing.

14. A reminder register should be maintained. In this register official issues from the office to which replies are due should be posted as soon as the official letter issues. This register is intended to help the issue of timely reminders and expedite the disposal of cases. Reminders except in urgent cases should issue only once a fortnight.

15. On the 5th and 20th of every month the reminder register should be reviewed by the Supervisor who will examine the list of the cases in which it is proposed to issue reminders and obtain the orders of the Sub-Assistant Superintendent. After approval by the Sub-Assistant Superintendent, reminders should issue to the authorities concerned under the signature of the Sub-Assistant Superintendent.

16. Reminders issued and replies received should be noted in the reminder register and when a letter has been fully answered the entry relating to it in the reminder register should be struck off by drawing two diagonal lines neatly across the entry in red ink.

17. A statement of arrears should be prepared according to the General Rules of Office Procedere and submitted to the Superintendent not later than the 5th of the month succeeding the one to which it relates.

18. A list of reports and returns due from the office is given in Appendix I. This should be duly revised from time to time as additions for alterations are ordered by competent authority. The Supervisor should see that all reports and returns are sent out of the office not later than the due dates.

19. A complete file of the Standing Orders of Government relating to the office should be maintained and always kept up-to-date with a table of contents for facility of reference.

CHAPTER III.

ARRANGEMENT AND CUSTODY OF RECORDS.

20. The records of the office will be in the custody of the Record-keeper. He shall arrange them by subjects and maintain a list of the subject bundles, as also an alphabetical index for them.

21. A facing sheet of the contents will be put up in every file as it is opened and each paper will be entered in the facing sheet as it is added on to the file. Account registers, periodical returns, Gazettes and similar papers should as far as possible be kept in separate shelves.

22. The Registers and returns will be delivered to the Record-keeper when they are no longer required for current use.

23. Papers taken for reference should be got back and restored to their proper places without delay.

24. The Supervisor will see that the Record-keeper keeps the record shelves and records properly dusted and tidy and that they are duly protected from damp, insects, etc.

25. Obsolete and useless records should, with the approval of the Superintendent be weeded out and destroyed periodically (*vide* Appendix II).

26. Records requiring to be destroyed should before destruction be examined and selected by the Record-keeper under the instructions of the Supervisor and sent up to the Superintendent through the Sub-Assistant Superintendent for inspection. Records should be destroyed once a year only in the month of December. Records, Books, Papers and Registers chosen for destruction should be burnt in the presence of the Supervisor.

Destruction made in any year shall comprise papers which have passed their time limit calculated from the official year of their disposal.

27. A register shall be kept of all records destroyed giving briefly the substance of the records, their dates and noting the last "To" or "From" number, if any.

CHAPTER IV.

Office Accounts.

28. The Head Accountant is responsible for all Cash transactions. His duties are :—

(*a*) To prepare Establishment Pay Bills and Contingent Bills.

(*b*) To maintain the Service Books of the Establishment and the Abstract General Register of leave and allowances and to submit for orders the Increment Statements of all officials as they fall due.

(*c*) To maintain a strict account of the furniture of the Office.

(*d*) To prepare bills for Stationery supplied to Paying Departments.

The Head Accountant shall maintain the following registers :—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) Books of receipts (in counterfoil) issued for moneys received.

(3) Remittance book for moneys remitted to the Treasury.

(4) Contingent Register.

(5) Order Book for contingent charges.

6. Acquittance Roll.
7. Register of security deposits.
8. Register of furniture.
9. Budget grant and expenditure book.
10. Postage Stamp Account.
11. Register of Bills.

29. The Head Accountant will enter in the cash book all money transactions including cheques, drafts and remittance transfer receipts. Full details shall be given to admit of the main points of each transaction being readily ascertained. All receipts, disbursements and charges of whatever nature connected with the public service must be promptly and clearly shown in the cash book. For all moneys received at the Stationery Office from the public a receipt in the prescribed printed form

should be issued under the signature of the Superintendent or the Sub-Assistant Superintendent and the counterfoils thereof carefully filed in the office. When refunds are claimed, the original receipt granted must invariably be produced for cancellation and the fact of refund noted in the office copy of the receipt and against the original entry in the cash book. The cash book shall be closed and the cash on hand deposited at the close of each day in the cash chest. All entries in the cash book should be checked by the Sub-Assistant Superintendent with reference to the various documents on which they are based, *i.e.*, all items of receipts with the counterfoils of receipts, etc., and all items of payment with the acquittance roll, contingent register, remittance book, etc. The Sub-Assistant Superintendent will also check the totals and the correctness of the closing cash balance and verify by counting the cash balance with the book balance and sign the cash book with date in token of his examination. The Superintendent will examine the cash book once a week on days not previously intimated to the staff, test, check the receipts and payments with the documents on which they rest, verify the cash balance at the chest with the book balance and sign the cash book in token of his examination. The cash book is the record of cash transactions of the Superintendent and he is responsible for the correctness of the record in every respect and he has therefore to exercise whatever check he considers necessary to ensure its completeness and correctness and also its being a chronological record of all cash receipts and payments written up simultaneously with the transactions. The key of the cash chest will be with the Head Accountant who furnishes a security of Rs. 250. The Head Accountant shall on no account keep office funds in his personal possession or mix private money with office funds.

30. All moneys received in cash from whatever source, except those drawn for making disbursements must at once be remitted to the Treasury for deposit after entering in the remittance register wherein full details in respect of each item of money received and the head of account to which it is to be credited must be noted. Earnest moneys and security deposits should be credited to "Revenue Deposits" and sale proceeds of Stationery to "Stationery Receipts".

31. The contingent register is a register showing under the detailed heads of the budget estimates the

expenditure incurred by the office from day to day out of contingent grants.

32. To meet contingent charges, the office is allowed an imprest of Rs. 50 which should always be accounted for by the Head Accountant either in cash or by paid vouchers. Whenever it is desired to recoup it, the contingent register should be totalled and a detailed contingent bill in Form No. 21 drawn up and presented at the Comptrollers' Office for audit and payment. Such contingent bills shall be checked by the Sub-Assistant Superintendent with the contingent register and the cash book before they are submitted for the Superintendent's signature.

33. Contingent charges must be promptly paid and brought to account.

34. All disbursements from contingencies require the previous authority of the Superintendent which should be obtained in the Contingent Order Book or on the voucher supporting the charge.

35. The acquittance rolls are records of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. They should be written up along with the establishment bills and both must be submitted to the Superintendent for signature before the latter are sent up to the Comptroller for audit and when any corrections or disallowances are made in the bills by that authority they are communicated in by means of audit memoranda and they should be noted the register in red ink before payees' acknowledgments are taken therein.

36. Pay and allowance bills of establishment shall be checked by the Supervisor and the Sub-Assistant Superintendent before submitting them to the Superintendent for approval and signature.

37. The amounts drawn on these bills must be disbursed without delay. If any sum is left undisbursed at the end of a month it shall be refunded to the Treasury by shortdrawal from the next bill sent up for pre-audit unless the undisbursed amount is required to be kept for a longer period under the Comptroller's Circular No. 3009—T.A.D. 464, dated the 22nd August 1917. The amount shortdrawn may be claimed in a supplemental bill at the time it is required for payment.

38. Before signing the acquittance roll, the Superintendent must satisfy himself that all amounts drawn on

previous bills have been disbursed to the persons concerned, that proper receipts have been taken from them and that the payments have been duly posted in the cash book, any amount remaining undisbursed for more than three months being shortdrawn in the-bill presented for signature.

39. An office order book shall be maintained wherein all orders affecting the service or salary of members of the office establishment shall be entered.

40. The Head Accountant shall prepare the establishment pay bills in consultation with this book and in the light of such orders.

41. The service registers of the members of the establishment must all be posted and kept up-to-date and they should be examined by the Superintendent once on the last day of every month before the establishment pay bills for the month are sent up to the Comptroller for audit.

42. Security deposits or earnest money received from contractors should be entered in the Register of Security Deposits and the amount sent to the State Huzur Treasury as a Revenue deposit. Cheques payable on demand, Government of India Promissory notes, etc., received and as security should be similarly entered in the register and sent to the Comptroller's Office promptly fro safe custody.

Budget Estimates and Furniture.

43. *Preparation of Budget Estimates.*—The Supervisor shall be responsible for the correct preparation and the punctual submission to Government of the Budget Estimates for receipts and charges under " Stationery and Printing " in the preparation of which he shall be guided by the general instructions contained in Chapter X of the Mysore Treasury Manual.

44. All articles of furniture should be serially numbered as S. O. 1, S. O. 2 and so on and a register thereof kept by the Accountant which should contain details as to the cost and date of purchase of each. Once a quarter, all articles of furniture should be verified by counting and a certificate of agreement or disagreement of the balance according to the furniture register with the actual counted balance should be recorded in the register. Prompt action should be taken as regards differences disclosed by the verification, which should be made by a member of the Depot to be appointed by the Superintendent.

45. Articles of furniture should not be removed from one room to another without the Superintendent's knowledge or permission.

46. When any article is lost or has become unserviceable the fact should be reported to the Superintendent who will pass orders as to replacement of lost articles or disposal of unserviceable ones.

47. The stock of office stationery and forms will be in charge of the Accountant who should account for all articles received and issued by him in a register kept for the purpose. This register should be submitted monthly for the inspection of the Sub-Assistant Superintendent and verified by stock taking once a year. The fact of such verification should be noted in the register under the signature of the Sub-Assistant Superintendent.

CHAPTER V.

Duties of Stores and Accounts Sections.

48. *General.*—(*a*) The account section is in immediate charge of the Supervisor who furnishes a security of Rs. 1,000. The Head Accountant who furnishes a security of Rs. 250 works under the Supervisor. (G. O. No. 10138—Mis. F. 83-92, dated 1st March 1899).

(*b*) The stores section is in charge of the Storekeeper who furnishes a security of Rs. 500 and works under the direct control of the Supervisor.

(*c*) The Assistant Store-keeper furnishes a security of Rs. 200 (G. O. No. G. 13446-7—P. & S. 72-29-2 dated 14th May 1930.)

49. *Accounts Section.*—It is the duty of the Accounts section :—

(*a*) To prepare in time forecasts of requirements of the official year following in consultation with the Storekeeper and to deal generally with the correspondence relating to the receipt and issue of stores.

(*b*) To prepare the budget estimates of the Stationery Department, applications for additional allotments, replies to audit reports and the preparation and submission of prescribed periodical reports and returns on or before the due date.

(*c*) To see that all articles received in the stationery office from all sources, whether from contractors or from supplying departments are duly brought to account,

(*d*) To price such articles.

(*e*) To check all standardised lists received from offices, watch advances of stationery made and see that the balances of stationery due are supplied as expeditiously as possible.

Stores Section.—It is the duty of the stores section :—

(*a*) To receive and stock all articles of stationery ;

(*b*) To issue stores on standardised lists passed by the Accounts section, and

(*c*) To account for all stores received and issued.

50. The following registers and forms are in use :—

(1) Accounts Section.

(*a*) Receipt register in which all receipts of stationery articles are brought to account.

(*b*) Issue register in which all issues of stationery articles are recorded.

(*c*) Stock abstract register into which the monthly totals of receipts and issues are carried and balance struck monthly.

(*d*) Register of accepted rates agreed upon with contractors.

(*e*) Check register, by means of which the supplies actually received from firms are checked with the order.

(*f*) Demand collection and balance register wherein the transactions of paying departments are recorded.

(*g*) Register of articles returned to stationery.

(*h*) Standing list register of stationery.

(*i*) Standing list register of forms.

(*j*) Register of uncomplied with requisitions (Balance Register).

(*k*) List of schedule rates for valuing the supplies made to paying departments.

(*l*) Railway receipt book.

(*m*) File of duplicate invoices, in which also will be filed the invoices received with the blank books and registers received from the Press.

(*n*) File of acknowledgment of stationery articles.

(*o*) Register of indent on the press for blank books and registers.

(*p*) Files of samples of standard forms.

(2) Stores Section.

(1) Ledger of Receipts and Issues of Stationery Articles.

(2) Packing Book containing particulars of consignments of Stationery despatched to several offices.

(3) Invoice Book of articles supplied from the Depot.

CHAPTER VI.

Purchase of Supplies.

G. 8516—G.F. 10-1900, dated 9-12-1901. G. O. No. Fl. 2760-809—G. F. 214-10-88, dated 23-12-1918. 8956—Mis. 1947, dated 12-1-1901. G. O. No. 2632 3—G. M. 156-05-4, dated 25-11-1905. G. O. No. 6049-50—G. M. 376-4, dated 10-5-1905.

51. A forecast of the stores required, prepared with reference to the requirements of requisitioning officers in the case of special articles and with reference to the average issues of the three previous years in the case of articles of general supply and providing also for half a year's reserve stock, shall be made by the first week of October of each year preceding that for which the stores are wanted, and submitted to Government for sanction. After such sanction is accorded by Government, a notice calling for tenders for the supply of articles required and giving the necessary details regarding the supplies shall be published by the Stores Purchase Committee in the *Mysore Gazette* and also in the leading news papers in and outside the State in accordance with the rules. In the notice to be called for, a stipulation should be inserted that only 10 per cent of the over-makes of watermarked papers will be accepted and that the contractors should not sell such papers to the outside public. In purchasing articles of country manufacture, preference must always be given to the articles manufactured in the State Departments, such as the Central Jail; for this purpose, the Stores Purchase Committee must, at the beginning of each year, ascertain from such departments what articles they can supply as also the rates in each case; and in the notice inviting tenders, such articles must be omitted.

G. 4215-6—G. M. 130-07-6, dated 22-1-1908 and G. O. No. 756—G. M. 82-09-16, dated 3-8-1910.

52. The tenders received in response to the notice shall be opened by the Stores Purchase Committee on the prescribed date and disposed of by them in accordance with the procedure prescribed by Government.

G. O. No. G. 2805-7—G. M. 7-7, dated 19-11-1964 amended by G. O. No. G. 5047-9—G1. Mis. 142-07-5, dated 26-2-1968.

53. The Superintendent may purchase articles of European manufacture up to a limit of Rs. 50 in each case without the previous sanction of Government, but subject to the condition of there being a budget provision available for the purpose. All other purchases require previous sanction.

54. As soon as any tender is accepted, it will be the duty of the Office to obtain the orders of the Superintendent as to the dates by which and the instalments in which the year's requirements shall be supplied, the dates and the quantities being so fixed as not to inconvenience departments for want of stock. G. O. No. Fl. 2760-809—G. F. 214-10-83, dated 23-12-1913.

55. Copies of the orders placed with the supplying firms or departments shall be forthwith sent to the Store-keeper with an order to take delivery of the articles specified therein when they arrive. Special care must be taken to see that supplies are received by the dates fixed for their delivery and any delay on the part of a contractor or supplying department shall at once be brought to the notice of the Superintendent.

56. As soon as goods arrive, the Store-keeper shall have them unpacked in his presence, check the goods with the invoices and taken them to stock. Any discrepancy between the invoice and the actual receipt must at once be brought to the notice of the Superintendent and with his permission only the actual quantity received must be taken to stock.

57. *Pricing of Stationery Articles.*—For the purpose of valuing the issues from the stationery office, a rate list shall be prepared by the Accountant by the 1st of June in each year. The rates should be so fixed as to cover not only the actual cost at which each individual article is supplied by the contractors but also all other incidental charges incurred in connection therewith such as for packing, freight, insurance, clearing, carting, storing, handling, etc. This list will be the basis for making bills to departments that pay.

58. *Preservation and Custody of Stationery Articles.*—It will be the duty of the Store-keeper to see that all the stores are methodically arranged and that necessary precautions are taken to protect them from theft as also from damp, heat, exposure and ravages of insects. Both the Supervisor and Store-keeper will be jointly responsible to the Superintendent for any losses which are attributable to neglect of their duties in these respects.

59. The Store-keeper shall see that the consignments are carted promptly and stocked properly. Any neglect of duty on the part of the contractor or short delivery of consignments should at once be brought to the notice of the Superintendent and his orders obtained in the matter.

54. As soon as any tender is accepted, it will be the duty of the Office to obtain the orders of the Superintendent as to the dates by which and the instalments in which the year's requirements shall be supplied, the dates and the quantities being so fixed as not to inconvenience departments for want of stock.

G. O. No. Fl. 2760-809—G. F. 214-10-83, dated 23-12-1913.

55. Copies of the orders placed with the supplying firms or departments shall be forthwith sent to the Store-keeper with an order to take delivery of the articles specified therein when they arrive. Special care must be taken to see that supplies are received by the dates fixed for their delivery and any delay on the part of a contractor or supplying department shall at once be brought to the notice of the Superintendent.

56. As soon as goods arrive, the Store-keeper shall have them unpacked in his presence, check the goods with the invoices and taken them to stock. Any discrepancy between the invoice and the actual receipt must at once be brought to the notice of the Superintendent and with his permission only the actual quantity received must be taken to stock.

57. Pricing of Stationery Articles—Purchase

[illegible]

supplied by the contractors
charges incurred in com
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Bills for carting charges shall be presented by the contractor to the accounts section through the Store-keeper.

60. *Sorting of Stationery Articles.*—On receipt of consignments from contractors, the Store-keeper shall have them opened immediately and check them with the original orders and invoices received from the supplying firms and have them arranged, after being checked by the Supervisor in their respective places. Reams of papers shall be stocked neatly on wooden racks provided for the purpose and sundry stationery articles which are of a costly nature or which may be easily stolen shall be kept under lock and key in almirahs. The entire stock of any particular article shall be kept in one and the same place and shall bear a label indicating the number which the article bears in Appendix D of the Stationery Rules.

61. *Register of Articles brought on Stock.*—The Store-keeper shall take the articles to stock by entering them in the ledger of daily receipts and issues. The Store-keeper will after bringing the stock on his ledger return the invoices (in duplicate) to the accounts section with a certificate that the articles specified therein have been received in good condition and taken to stock. The account section will then bring the articles on the receipt register and submit the invoices (in duplicate) to the Superintendent for countersignature. The receipt register will be closed on the last day of every month and the totals carried to the Stock Abstract Book in which the balance should be struck simultaneously. One copy of the invoice will be filed for purposes of check in the Depot. (*Vide* G. O. No. 6240-2—G. F. 10-93, dated the 13th June 1904.)

62. In the case of sheep skins the weight in lbs. and the number bought should be mentioned in the bill though the former need not be mentioned in the receipt and issue registers.

63. The Store-keeper will also close his ledger at the end of every month, and the Superintendent shall examine and affix his initials to the Store-keeper's ledgers as also to the accountant's Stock Abstract Book on the 5th of the succeeding month in token of their agreement.

64. *Special Precautions.*—(1) Whenever there is a deviation from the approved sample in the supplies made by a contractor the fact shall be immediately brought to the notice of the Superintendent and his orders obtained before taking such articles into stock.

(2) Articles purchased from local contractors or obtained from other departments shall not be brought to stock until they have been inspected and passed by the Superintendent.

(3) Shortages, breakages, damages, etc., should be brought to the notice of the Superintendent and the invoices corrected as per his orders.

(4) Articles which are not approved by the Superintendent and all supplies in excess of orders shall be rejected unless the Superintendent directs otherwise, and the fact intimated to the suppliers who shall be required to remove them at once.

65. *Payments to Contractors.*—Whenever new contractors are settled a list of accepted rates should be furnished by the Stores Purchase Committee to the Comptroller and to Government before bills are sent for audit.

66. Invoices or bills received from suppliers (in G. O. No. duplicate) with the supplies should be checked by the Supervisor and the Sub Assistant superintendent with reference to the agreement entered into with the contractors and to the accepted rates. The are responsible that all articles received from suppliers are actually brought on to stock and that the contract rates have not been exceeded. After the bills are checked they shall be countersigned by the Superintendent and the original sent up to Comptroller with the certificate that all articles comprised in the bills are brought on stock, for audit and payment to the parties concerned. The usual certificates as required by Government Order No. Fl. 2760-809—G. F. 214-10-88, dated the 23rd December 1913 should be furnished whenever purchases are made as per powers delegated to the Superintendent by G. O. No. G. 5047-9—Gl. Mis. 142-07-5, dated the 22nd February 1908. Particulars regarding commissions, if any, received from firms should also be stated in the bills sent up for audit. The provisions of paras 270—273 of the Mysore Treasury Manual should be kept in view and all payments not exceeding Rs. 25 if in India and lb. 1 (or its equivalent n any currency) to places outside the United Kingdom may be made by Postal Money Orders. In the case of firms in Bangalore, the bills may be endorsed in their favour and made over to them for presentation at the Comptroller's Office for audit and payment.

G. 2627-9-M. 142-(dated] Oct. 1907- O. No. 5047-9—Gl Mis. 142-0 dated 2 Feb. 1908.

67. *Payments of Supplying Departments.*—In the case of supplies made by Government departments, such

as the Jail or the P. W. Workshops, etc., triplicate bills are received.

68. The Supervisor and the Sub-Assistant Superintendent shall likewise check them and have them countersigned by the Superintendent. One of the copies shall then be filed and the other two copies returned to the supplying department for necessary adjustment through the Comptroller as laid down in Article 150 Mysore Account Code, Volume I.

No. 11925-26—G. F. 47-93, dated 28th April 1900. G. O. No. 6465-7—G. F. 10-93, dated the 31st Oct. 1902.

69. *Miscellaneous.*—To guard against exceeding the annual allotment, the Accountant shall maintain a register of expenditure and note in it the amount of expenditure incurred from time to time. The dates on which the bills are sent to the comptroller for audit as also the dates on which money or preaudit cheques are received from that officer should likewise be noted in this register. The dates of payment to the parties concerned and their acknowledgments should similarly be noted in it. In case of bills directly paid by the Comptroller, the dates of their payment should be ascertained from that officer and noted in this register. The available balance should be struck every time a bill is sent up to the Comptroller for audit. Care should be taken to see that the supply of the full quantities invoiced is received before payment is made or a proportionate reduction made in the bills if the short supply is not made good within a reasonable time.

G. O. No. 6240-2—G. F. 10-93, dated the 13th June 1904.

70. As a rule, the articles in the Depot are intended solely for the use of Government Departments and not for sale to the public. If under special circumstances any articles are supplied to offices for cash a separate account should be maintained for such supplies with details of date of supply, description of articles, their cost, name of person to whom supplied, date of recovery and amount received.

CHAPTER VII.

Issues of Stores.

71. Stationery supplies shall be spread over the whole year and they shall be made to all the offices in rotation according to the calendar noted below:—

Months	*Offices to be supplied with Stationery*
July ...	... All Taluks.
August ...	... Kadur District.

Months.	*Offices to be supplied with Stationery.*
September ...	... Chitaldrug ,,
October ...	... Hassan ,,
November ...	... Shimoga ,,
December ...	... Tumkur ,,
January ...	... Kolar ,,
February ...	... Mysore ,,
March ...	... Bangalore ,,
April and May	... Subordinate offices located in Bangalore City.
June ...	... General and Revenue Secretariat and the offices of the Heads of Departments,

72. On receipt of a standardised list in the stationery office it shall be entered in the standardised list register and numbered and until the standardised list is finally disposed of, all correspondence between the stationery office and the requisitioning or countersigning officer as the case may be shall bear this number.

73. Where application is made for stationery as an advance on the standardised list for any year, the application shall be entered in the standardised list register of the year in which the standardised list will fall due for compliance.

74. The number of original entries in the standardised list register of any one year will therefore be no more than the total of the standardised lists including the Supplementary Requisitions made in the year.

75. Space should be left between these original entries so as to admit of the entry of all subsequent correspondence between the stationery office and the requisitioning or the countersigning officer relating to the standardised list.

76. (*a*) A standing list containing names of all offices to which stationery is supplied with names and quantities of each article of stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. (For the preparation of the standing list in the first instance, the following subsidiary instructions are issued). G. 14823-80-P, & S. 66-29-2, dated 27th June 1930.

1. The Superintendent of stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the office concerned and also extracts of list relating to all subordinate offices to the Heads of Depart-

ments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the office shall, on receipt of the extract verify his actual requirements with supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned. On the 15th of July of every year, a list showing the actual quantities consumed in the previous year, of each kind of stationery article shall be posted to the address of the Superintendent of stationery.

77. In checking the standardised lists received in the Stationery office the Supervisor shall see :—

(1) That no article is passed for supply to which the indenting officer is not entitled according to Appendix A of the Stationery Rules.

(2) That where an Article which is included in Appendix A but is not printed in the standardised list is requisitioned for, the article requisitioned for is numbered and described exactly as it is numbered and described in Appendix A of the Stationery Rules.

(3) That in the case of articles issued on a fixed scale or for stated periods, the requirements of Appendix E are complied with.

(4) That the requisitioning officers furnish particulars of all old and unserviceable articles disposed of by

them in exchange for which they require the supply of articles issued at periodical intervals.

(5) That where no scale has been prescribed the quantities requisitioned for do not exceed the average consumption of the three preceding supply years, or where they exceed this average that the explanation given is specially brought to the notice of the Superintendent in writing and his orders obtained thereon.

N. B.—The Superintendent may comply with a standardised list provided that the value of such excess is not more than Rs. 200 if he considers that the reasons given are satisfactory. If the value of such excess is above Rs. 200 the Superintendent will obtain the previous sanction of Government before complying. He may call for the receipt and issue registers maintained in any office, whenever required for examination or verifying the indents.

G. O. No. 6011-6. dated 27th May 1004. G, O. 4611-59 —G. M. 105-10-14, dated 8th Feb. 1911. G. O. No. G. 6011-6, dated 27th May 1904.

(6) That no article which is requisitioned for special purposes, *e. g.*, hand made papers and superior English made papers is passed for supply without a clear statement of the purpose for which the article is required.

(7) The date of advance and subsequent supplies of stationery, if any, should be noted in the standardised list besides being shown in the issue register. (G. O. No. 6240-2—G. F. dated the 13th June 1904.

78. Standardised lists for stationery shall as a rule, be passed by the Superintendent who has discretion to disallow requisitions not complying with the requirements of Appendices A and E of the Stationery Rules. Standardised lists passed by the Superintendent shall be sent for compliance to the Storekeeper. The responsibility of the Accounts Section shall not cease on the transfer of a standardised list to the Stores and it will be the duty of the supervisor to watch that all standardised lists so transferred are complied with promptly.

79. *Sale Indents.*—In the case of standardised lists which are to be complied with on payment of value (book adjustment) the Sub-Assistent Superintendent shall scrutinize the standardised list with a view to seeing whether the articles requisitioned for are available in the stores and can be supplied without affecting the supply of the requirements of officers entitled to free supply of stationery. He shall pass only such articles as can be supplied without running the risk of depleting the stock. The standardised lists shall then be entered in the Demand, Collection and Balance Register by the Head Accountant and submitted to the Superintendent who will pass the standardised list

affixing his initials to the entry in the register. The standatdised list (in duplicate) will thereupon be handed over to the Storekeeper for compliance.

80. It will be the duty of the Accountant to see that bills of cost are promptly sent to officers concerned for acceptance after the standardised lists have been complied with by the stores and that the accepted bills are forwarded to the Comptroller for adjustment without delay. Packing and other charges should also be included in the bill in the case of supplies made to paying departments who should be asked to issue crossed cheques in favour of the Treasury Officer for credit to "Stationery Receipts."

81. *Duty of Store-keeper.*—Standardised lists shall ordinarily be taken up for compliance in the month in which they are to be dealt with according to the calendar referred to in section 71 and each list shall be dealt with as expeditiously as possible. Preference may however, be given to a list which is marked "Urgent."

82. The Store-keeper shall have the articles taken out as passed, noting in black ink the quantity taken out in Column No. 12 of the standardised list and the packing clerk shall check and enter the entries in the duplicate and proceed with the packing.

83. Simultaneously with complying with the standardised list, as aforesaid, he will enter the lists in his ledger of daily receipt and issue.

84. For facility of reference and check, each of the accounts and stores sections should refer in their register to the serial numbers of the standardised lists given by the other section.

85. *Balance Register.*—When an article requisitioned for and passed is not in stock the words "out of stock" should be impressed with a rubber stamp in Column No. 12 and all uncomplied with requisitions should be brought on the register of uncomplied with requisitions. (Balance register.)

86. *Use of Duplicate Standing Lists.*—The original standing list as passed and issued finally will be sent to the requisitioning officer with an invoice, which he should promptly return to the Superintendent, duly acknowledging thereon the receipt of articles specified therein on comparing with the standing lists, which he should carefully preserve and submit for inspection by officers deputed to check his office stationery articles and stationery accounts. The duplicate standing list should be likewise

filed in the office of the Superintendent for inspection by officers deputed to check the Stationery Articles and Stationery Accounts.

87. *Accepted Invoices.*—The accepted invoices the return of which should be carefully insisted on should be pasted to the corresponding counterfoil thereof and produced for inspection of officers deputed to check the Stationery Articles and Stationery Accounts.

88. *Duties of Packers.*— On receipt of articles for packing, the packing clerk shall enter the necessary particulars in the packing book maintained. The articles shall be very carefully packed and the consignments addressed under the supervision of the Store-keeper.

89. Goods forwarding notes shall be prepared by the packing clerk and sent to the Supervisor for signature. The packing clerk shall then deliver the packages with the forwarding notes to the carting contractor who should book the consignment adopting the "To Pay" system for all consignments excepting those to the Amildars of the State and should deliver the railway receipts on the very day they are granted to the Store-keeper. The latter will after entering the numbers and dates of the railway receipts in the packing book against the names of consignees deliver them to the Accounts section for sending them over to the parties concerned along with the invoices. It is the duty of the Store-keeper to return these documents to the accounts section wherefrom the invoices should be sent to the requisitioning officers for acceptance and return. The invoices will be finally filed in the accounts section in their respective serial order for reference and audit.

G. O. No. 1783 80-Mis. 8195, dated 13th June 1899.

90. The packers have to furnish securities of Rs. 100 each for the due fulfilment of their duties. *Vide* G. O. 3394-5—Mis. F. 556, dated the 6th September 1902.

91. *Headquarters standing lists.*—The procedure to be adopted in the issue of articles on standing lists from officers at headquarters shall be the same as that prescribed for district standing lists above referred to, with this modification that when a standing list is sent to the stores for compliance the Supervisor shall request the requisitioning officer to depute a responsible clerk to take delivery of them taking his acknowledgment then and there in the space provided for in the standing list. The cost of carriage for supplies delivered locally will be paid by the officers receiving them.

G. O. No. 1171-72—G.M. 173-15 dated 20th April 1916.

G. O. No. 14733-80-Mis. 8195, dated 30th January 1899.

92. The standing lists and invoices that have been complied with shall be transferred to the accounts section where their receipt shall be acknowledged by the account ant. Thereupon, the accountant shall hand over the invoices to the despatcher for despatching to the parties concerned and post the daily issue registers from the originals.

93. *Indents from the Government Press.*—Press standing lists for stationery should be complied with in exactly the same manner as headquarters standing lists for stationery but press indents for papers for printing purposes are complied with through the duplicate invoices from time to time as the papers are required. The invoices when complied with should be carefully filed in annual series for purposes of reference and audit.

94. *Periodical check of stores.*—It will be the duty of the Store-keeper to bring to the notice of the Superintendent through the Sub-Assistent Superintendent any article the stock of which is running low.

95. *Register of articles returned.*—All such articles as the Superintendent finds to be no longer required or to be unfit for issue shall at once be separated from the main stock but retained under the custody of the Store-keeper after bringing them on in the register of articles returned.

96. The Superintendent shall dispose of by sale in auction once a year all such articles entered in the register obtaining the previous sanction of Government for the same.

97. All articles returned to the Stationery office shall also be entered in the register of articles returned. The articles shall at once be examined by the Sub-Assistent Superintendent and if they are found to be good and fit for issue shall be sent with an adjustment slip bearing the serial number of the entry in the register to the stores where the articles will be added to stock. The transaction shall be posted in the stock register in the usual way as if it were a new receipt.

CHAPTER VIII.

Stock taking and inspection.

98. *Stock taking.*—The stock of stores in the Stationery shall be verified once a year with reference to the balances appearing in the stock registers against the

first of January. The stock taking should ordinarily commence on the 31st December, failing which it should be done on the first working day after the Christmas Holidays, as directed in Government Order No. 7523-Mis. 1694, dated the 19th December 1898, and the work continued from day to day till it is completed. (G. O. No. 6240-2, dated 13th June 1904.) Th period of stock taking shall in no case exceed 15 days. During this period the issue and receipt of stores shall ordinarily be suspended. Urgent demands may, however, be complied with under the express orders of the Superintendent, if delay in supplying the stationery indented for is likely to cause inconvenience to the public service. For the same reasons supplies of articles from contractors may be accepted and taken to stock if they are actually required for issue during that period.

99. As he checks each particular article, the Superintendent or the Sub-Assistant Superintendent under his orders shall in his own hand enter in red ink the quantities actually found by him in the stock register and shall initial and date every such entry.

100. As the stock taking proceeds, a statement showing in one view the book balance actually found at the stock taking and the difference if any shall be posted and verified daily by the Store-keeper and checked by the accounts section. This statement should be submitted to Government as soon as possible after the stock taking is over and excesses and deficiencies adjusted in the stock register as per orders of Government. In addition to the annual stock taking in January, periodical stock taking at the beginning of each of the remaining three quarters, *viz.* 1st April, 1st July and 1st October will be carried out with a view to secure greater accuracy in accounting and to minimise the excesses and deficiencies. The results of these inspections will be collected and a consolidated statement embodying the results of all the inspections will be submitted to Government after the stock taking in January every year.

101. *Inspection of office.*—Along with the annual stock taking the Superintendent will conduct a detailed inspection of the office in the manner laid down in G. O. No. 1046—E. A. 50-14-4, dated the 17th December 1915, and submit a report to Government within a month after completion of inspection in the form prescribed therein. (Appendix III.)

102. *Audit.*—The local audit of accounts of the depot will be conducted annually by the outside audit staff of the Comptroller's Office (G. O. No. 5971-60-10, dated the 27th May 1904 and G. 7867-75-2, dated the 10th August 1904). The objection statements issued by the local auditor and the audit note issued by the Comptroller should receive prompt attention of the Superintendent.

CHAPTER IX.

Forms.

G. O. No. G. 1878-80, P. & S. 66-29—dated 27th June 1930.

103 (a). A standing list containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued :—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requriments and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are clamied, the data on which such claim is made shall be stated in detail.

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation if necessary with the Superintendent of Stationery and communicate it to him and the Head of the office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent

of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

104. On the 15th July of every year, a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

105. A list of authorised forms with samples should be maintained and kept up-to-date.

PART II.

RULES FOR THE SUPPLY OF STATIONERY ARTICLES AND FORMS.

G. O. No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931.

The draft rules proposed by the Press Committee together with the list of officers entitled to obtain Forms and Stationery free of charge, as slightly revised, are approved and appended to this order.

Heads of Departments are requested to forward to the Stationery Depot a carefully prepared consolidated final list showing the quantity of each Form and of Stationery articles required to be sent to their offices as well as direct to each of the offices under their control which will form the basis of future supplies to all offices direct. They are also requested to intimate to the Superintendent of Stationery as soon as may be, the abolition of any Subordinate Office which is entitled to the free supply of Stationery and Forms under these rules.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

RULES FOR THE SUPPLY OF STATIONERY FORMS TO PUBLIC OFFICE.

ORDER.—In Supersession of the Rules issued under Government Order No. G. 6011-60, dated the 27th May 1904, the Government of His Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of Stationery and Printed forms in the Public Offices in the State :—

Stationery.

1. All the Stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of Stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix B attached.

5. Appendix C attached, contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the previous sanction of Government.

7. Annual estimates are not required, but when an unusually large consumption of any article or paper in any particular official year is anticipated in any department, the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required and the purpose for which they are required and other necessary particulars.

8. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

9. (*a*) A standing list containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued :—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the Office concerned and also extracts of list relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantites shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department of the Deputy Commissioner, as the case may be, who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

10. On the 15th of July of every year, a list showing the actual quantities consumed in the previous year, of each kind of stationery

Article shall be posted to the address of the Superintendent of Stationery.

11. The actual consumption of all articles of stationery in each year shall be totalled and shown in the Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

12. Supplies shall be made to all the offices in rotation in the months specified against each office in the standard list.

13. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government and in accordance with Government Order No. G. 2805-7—G. M. 7-7, dated 19th November 1904 and G. O. No. G. 5047-9—G. M. 142-07-5, dated 26th February 1908, authorising the Superintendent to make small purchases for casual supplies.

14. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government Order No. G. 25240—P. & S 78-18-4, dated 8th May 1919, and if the article is not available for return, only on being furnished with a certificate in the following form :—

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

15. It shall be incumbent on indenting officers to see that articles of periodical issue are issued to subordinates, only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

16. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

97. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

18. The Superintendent of Stationery shall give intimation to the officers in Bangalore of the dates on which the supplies will be issued from the Depot.

19. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

20. In the case of other offices, the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been despatched noting particularly the address, which shall have been furnished previously, to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of

Stationery, immediately take the necessary steps for the correction of the mistake.

21. On arrival of the supplies, the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

22. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

23. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

24. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under "Stationery Receipts."

25. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

26. The stores of Stationery and Forms received from the Stationery Depot should be placed in charge under lock and key of either the Sheristedar, the Head Clerk or the Manager of the Office.

27. Three separate books, Appendices F. 1. and F. 2. and K., one showing the receipts, another showing the issue of stationery and printed forms, and the third showing periodical issues of stationery shall be maintained in each office.

28. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

29. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the Head of the Office. The balance as shown in the book shall be verified with the actual balance in hand once a quarter by the ministerial head, and annually in July by the Head of the Office when intimating the stock and total of issues to the Superintendent of Stationery.

30. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the Head of the Office.

31. The receipt and issue registers maintained in any office may at any time be called for by the the Superintendent of Stationery for examination.

32. (*a*) A standing list containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued:—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the Office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall on receipt of the extract, verify his actual requirments with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail.

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

33. On the 15th July of every year, a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

34. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Heads of Departments under the authority of any rule or regulation in force be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their requisitions.

3. Each form or register to be printed in the Government Press shall be numbered consecutively, and the number once given to a form

or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

36. In the case of forms newly introduced under the provision of Rule 34, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case forms on special paper are required, reasons therefor must be fully specified in the requisition.

37. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

38. A book file with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this all modifications of forms ordered from time to time shall be at once noted.

39. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the form while in store.

40. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

41. Old and obsolete forms shall wherever possible be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

Examination of Stock.

42. The head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H to the Superintendent of Stationery on or before the 15th July to enable the Superintendent to regulate the supplies of the year. All modifications in the standing list maintained in his office will, however, be made only under orders passed by competent authority.

43. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with Treasury receipt.

44. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :—

Ink stands.
Pen-knives.
Scissors.
Colour boxes.
Rulers, etc.,

and the opinion of the head of the office in regard to these shall be recorded.

45. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

46. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

47. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

General.

48. When any stationery article or form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying with the requisition.

49. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or breach of these rules.

APPENDIX A.

Articles supplied by the Stationery Office and the Departments for which they are provided (Rule I).

Sl. No.	Description of articles	Department for which it is provided	Remarks
1	Imitation Hand-made, 12 lbs. ...	For printing Certificates of the University, sannads, etc.	
2	Tub-size, Cream Wove, highly glazed 28 lbs.	To print letter forms of the Palace, Huzur Secretary, Dewan and Members of Council.	
3	Cream Laid "Original Government" qualily, glazed 28 lbs.	Do do	
4	Cordelia Cover Paper (40and 60 lbs.	Press for printing covers for Bulletins, Educational books and registers, etc.	
5	Glazed Tinted Cover Paper 40 lbs. ...		
6	M. G. Pressings of different tints, 40 and 60 lbs.		
7	Art cover paper of different tints, 40 and 60 lbs.		
8	White Cartridge, 40 and 45 lbs....	For printing Comptroller's Disbursement Registers, and for examinations for drawing purposes.	
9	Imitation Art Paper, 56 lbs. ...	For printing Educational Books and illustrations.	
10	Baskerville Note Paper ...	To print Letter Heads and Envelopes for Palace, Huzur Secretary, Dewan and Members of Council.	
11	Do Envelopes	Do do	
12	Carrara Note Paper ...		
13	Do Envelopes		
14	Asoka Blotting paper, 30 lbs. ...	To be supplied for the Palace, Huzur Secretary, Dewan and Members of Council.	
15	Blotting paper, pink, 30 lbs. ...	General Supply.	
16	Typewriting paper, thick 5 lbs		
17	Do thin 3 lbs.		
18	Typewriting Carbon papers ...	Do	
19	Ink Carbon paper		
20	Pencil Carbon paper		
21	M. M Azure Laid (Conqueror quality) 44 lbs.	Press for printing forms and registers.	For records to be preserved for 12 years or more.
22	M. M. Azure Laid (Usual quality) 44 lbs.		
23	Do do 32 lbs. ...	Do do	
24	Do do 26 lbs.		
25	Do do 15 lbs. ...	Supplies to Courts for writing judgment.	
26	Cream Laid Foolscap, Draft 10 lbs. ...	General supply.	
27	Cream Laid Foolscap, Draft 12 lbs.	Supplies to be made for the Local Examinations.	
28	Printing Single Royal 28 lbs.		
29	Do Double Demy 36 lbs.	Press for printing registers and forms and blank books.	
30	Do do Crown 80 lbs.		
31	Do do Foolscap 20lbs.		
32	Do do do 16 lbs		
33	Printing Double Foolscap (Rough) 14lbs.	For printing Gazette.	
34	Brown Cartridge, Super Royal 30lbs.	General supply for covers and packing.	
35	Do do 20 lbs...	Press for printing forms and registers.	

APPENDIX A.—*contd.*

Sl. No.	Description of articles	Department for which it is provided	Remarks
36	Badamy Royal 16 lbs. ...	Press for printing forms.	
37	Do Demy, 14 lbs. ...	General supply.	
38	Do Double Foolscap 16 lbs.	Press for printing forms.	
39	Do Cartridge 48 lbs.	Press for printing facing sheets of Files for Secretariats.	
40	Do do Foolscap 25 lbs.		
41	Colour papers, 20 lbs. ...	Press for printing P. W. forms, Forest Receipt books, etc.	
42	Drawing paper. Double Elephant,	Public Works, Railways and other Departments where necessary.	
43	Drawing paper, Imperial		
44	Section paper, Demy		
45	Tracing paper		
46	Graph paper		
47	Marble paper, Royal ...	Press for covers to blank books and registers.	
48	Featherweight paper, white, 20 lbs.	For special Book works.	
	STATIONERY ARTICLES.		
49	Steel Pen Nibs ...	General supply.	
50	Pen holders ...	Do	
51	Needles ...		
52	White tape, English ...		
53	Red tape do ...		
54	Blue tap, woollen ...	Palace Huzur Secretary, Dewan and Members of Council.	
55	Thabalak thread ...	General supply.	
56	Thread white	Do	
57	Blue Black Ink powder		
58	Red Ink powder		
59	Black Lead pencils		
60	Copying pencils ...	Secretariat and other Heads of Departments for drawing purposes.	
61	Coloured pencils, red and blue...	For Gazetted Officers.	
62	Blotting pads	Do	
63	India Rubber	General supply.	Once in two years.
64	Penknives	For Gazetted Officers.	Once in four years.
65	Scissors	General supply.	Do
66	Green baize	For Gazetted Officers.	Do
67	Candles	General supply.	
68	Ink Glasses, metal cap ...	Do	
69	Candle Sticks	Do	Will be issued at the rate of one per Head of Office and one for every full set of five clerks subject to a maximum of four candle shades for any one Office.
70	Round Ink Stands with two porcelain ink wells	For Gazetted Officers.	
71	Round wooden baselutes with Ink pots and glass.	General supply.	
72	Rulers ...		
73	Finger Printing Apparatus	Do	
74	Ribbons ...		
75	Paper weights	Heads of Offices.	

APPENDIX A.—*contd.*

S. No.	Description of articles	Department for which it is provided	Remarks
76	Cotton tags	Secretariats and Heads of Departments.	
77	Liquid Gum Bottles ...	Do	One bottle per annum
78	Gloyor Grip Fix Gum bottles ...	Do	
79	Long cloth	Press and Survey Department for mounting maps.	
80	Sheep skin	Press for binding books.	
81	Cloth centred paper ...	For preparing File boards.	
82	Straw boards	For Press and Secretariat.	
83	Paste do ...	Press.	
84	Card do ...		
85	Ivory do ...		
86	Color do ...		
87	Club cloth lined boards		
88	Ivory cards, double large	Press for printing special Invitation cards.	
89	Do Envelopes		
90	Blue Black Ink jars ...	Secretariats and Heads of Departments.	
91	Cloth lined paper ...	Press.	
92	Envelopes, Demy	Secretariat and Heads of Departments.	
93	Do Foolscap		
94	Do Chit ...	General supply.	
95	Crow Steel pens	Public Works, Railways and other Departments where necessary.	
96	Mapping pens ...		
97	Ink and pencil Erasers		
98	Metallic Note-book		
99	Sponges	Poblic Works, Railways, Archaeological Stamp, Survey and Press Departments.	
100	Tracing cloth ...	Public Works, Railways and other Departments where necessary.	
101	Drawing pencils ...		
102	Drawing pins ...		
103	Artist Glasses ...		
104	Sable Hair Brushes		
105	Stencil Brushes ...		
106	Country Tape, white	Press for preparing File boards.	
107	Do red		
108	Crimson Lake	Public Works, Railways and other Departments where necessary.	
109	Emerald green	Do	
110	Gamboge		
111	Indian Ink		
112	Litho Ink fine		
113	Prussian Blue		
114	Burnt Sienna		
115	Cobalt		
116	Light red		
117	Neutral tint		
118	Vermilion		
119	Yellow ochre		
120	Stencil Ink		
121	Brown Ochre		
122	Blue Royal		
123	Burnt Amber		
124	Carmine		
125	Carmine Lake		
126	French ultra marine... ...		
127	Flake white		
128	Indigo		
129	Indian red		
130	Lake (moist)		
131	Lamp Black (moist)		
132	Madder		
133	Orange		
134	Purple		
135	Raw Sienna		
136	Sepia		
137	Scarlet lake		
138	Venetian red		

APPENDIX A,— *concld.*

Sl. No.	Description of articles	Department for which it is provided	Remarks
139	First quality Memorandum ...	General Supply	
140	Second do ...	Do	
141	First quality Notepaper ...	Do	
142	Second do ...	Do	
143	Combined Envelopes ...	Do	
144	From Register	Do	
145	To Register	Do	
146	Order Book of 2 qrs. ...	Do	
147	Quarto Book	Do	
148	Octavo Book	Do	
149	Stationery Issue Register ...	Do	
150	Do Receipt do ...	Do	
151	Forms Issue Register ...	Do	
152	Do Receipt do ...	Do	
153	File Book	Secretariats and Heads of Departments.	
154	Paper fasteners	Do	
155	Ivory Paper Cutter	Heads of Departments.	
156	Erasing Knives	Heads of Offices.	
157	Pen rests	Public Works, Railways and other Departments where necessary.	
158	Saucers		

APPENDIX B.

List of Officers entitled to obtain Forms and Stationery free of charge (Rule IV).

I. General Administration.

1 General and Revenue Secretariat.
1 Public Works Secretariat.
1 Krishnarajasagara Secretariat.

II. Revenue.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts.
23 Revenue Assistant Commissioners and Sub-Division Officers.
76 Amildars and Deputy Amildars of Taluks and Sub-Taluks.
1 Muzrai Commissioner.

III. Judicial

1 Registrar, High Court of Mysore, Bangalore.
4 District and Session Judges.
8 District Magistrates.
5 Subordinate Judges.
2 City Magistrates.
1 Special Magistrate, Kolar Gold Fields.
41 Munsiffs.
1 Government Advocate.
3 Public Prosecutors.
17 Special Second Class Magistrates.
12 Special First Class Magistrates.
46 Benches of Honorary Magistrates.

IV. Jails.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
8 Officers (District Magistrates) in Charge of Lock-ups.

V. Police.

1 Inspector-General of Police.
21 District Superintendents of Police and Assistant Superintendents of Police, including Railway and C. I. D.
1 Special Superintendent of Police, Kolar Gold Fields.
1 Principal in charge of Police Training School.

VI. Survey.

1 Superintendent, Mysore Revenue Survey and Settlements.
7 Assistant Superintendent and Sub-Assistant Superintendents of Revenue Survey.

1 Superintendent, Mysore Revenue Survey, Record of Rights.
8 District Survey Officers.

VII ACCOUNTS.

1 Comptroller.
1 Officer in Charge of the State Huzur Treasury, Bangalore.
8 Treasury Officers.

VIII. PALACE.

1 Private Secretary to His Highness the Maharaja of Mysore.
1 Huzur Secretary to His Highness the Maharaja of Mysore.
1 Private Secretary to His Highness the Yuvaraja of Mysore.
1 Durbar Surgeon.
1 Superintendent, Fern Hill Palace.

IX. PUBLIC WORKS.

1 Chief Engineer of Mysore, Bangalore,
1 Chief Engineer, Krishnarajasagara Works, Bangalore.
3 Superintending Engineers.
20 Executive Engineers.

X. FOREST.

1 Chief Conservator of Forests in Mysore, Bangalore.
1 Conservator of Forests, Shimoga.
10 District Forest Officers.
8 Forest Sub-Division Officers.
1 Working Plan Officer, Bangalore.
1 Veterinary Inspector, Forest Department, Bangalore and Mysore.
1 Special Forest Officer, Bhadravathi.
1 Officer in charge of Creosoting Plant, Bhadravathi.
1 Do of Minor Forest Scheme.
1 Do of Forest Surveys.
1 Officer in Charge of Game and Tiger Preserves.
1 Do Lac Cultivation.
1 Sandal Spike Investigation Officer.
1 Sub-Assistant Conservator of Forests on Special duty in connection with Balagi Poles, Shimoga.
1 Officer in Charge of Elephants.
1 Officer in Charge of Sandal Valuation Survey, Sagar and Shimoga.
1 Officer in Charge of Sandal Valuation Survey, Arsikere.

XI. EXCISE.

1 Excise Commissioner in Mysore, Bangalore.
5 District Excise Officers.
9 Assistant Commissioners, Excise Branch.

XII. Stamps.

1 Commissioner of Stamps in Mysore, Bangalore.
1 Superintendent of Stamps in Sysore, Bangalore.
1 Superintendent of Stamp Manufactory, Bangalore.

XIII. Medical and Health.

1 Senior Surgeon in Mysore, Bangalore.
1 Director of Health in Mysore, Bangalore.
1 Consultant in Health, Bangalore.
1 Sanitary Engineer, Bangalore,
1 Superintendent, Government Medical Stores, Bangalore.
1 Superintendent, Mental Hospital, Bangalore.
1 Medical Officer in charge of Victoria Hospital, Bangalore.
1 Medical Officer in Charge of Krishnarajendra Hospital, Mysore.
8 District Medical Officers.
1 District Medical Officer, Kolar Gold Fields.
1 Superintendent, Vaccine Institute, Bangalore.
1 Lady Medical Officer, Vani Vilas Hospital, Mysore.
1 Lady Medical Officer in Charge of Maternity Hospital, Bangalore.
1 Lady Medical Officer in Charge of Maternity Hospital, Robertsonpet, Kolar Gold Fields.
1 Superintendent, Minto Ophthalmic Hospital, Bangalore.
1 Chemical Examiner to Government, Bangalore.
2 Medical Officers in Charge of Jails, Bangalore and Mysore.
8 District Sanitary Officers, Vaccination Department.
2 District Health Officers, Shimoga and Mysore.
1 Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.
3 Medical Officers, E. D. Hospitals, Bangalore, Mysore and Kolar Gold Fields.
1 Medical Inspector of Girls' Schools, Bangalore.
1 Medical Officer, Mysore Troops Station Hospital, Bangalore,
1 Medical Inspector of Schools, Mysore.
1 Superintendent, Public Health Institute, Bangalore.
1 Medical Inspector of Government Schools, Chamrajpet.
1 Health Officer in Charge of Malaria and Rural Health Unit, Mandya.
1 Technical Officer, Vital Statistics.

XIV. Education.

1 Director of Public Instruction in Mysore, Bangalore.
1 Financial Assistant to the Director of Public Instruction, Bangalore.
2 Deputy Directors of Public Instruction, Bangalore and Mysore.
1 Principal, Ayurvedic College, Mysore.
8 Head Masters, District Normal Schools.
31 Assistant Inspectors of Education.
20 Head Masters of High Schools.

1 Principal, Government Training College, Mysore.
6 District Educational Officers.
2 Head Masters, Government Commercial Schools, Bangalore and Mysore.
5 Superintendents, Government Industrial Schools.
7 Assistant Inspectors of Urdu Education.
1 Assistant Inspector of Kannada Education, Bangalore.
1 Inspectress of Girls' Schools, Shimoga and Kolar.
1 Superintendent, School of Engineering, Bangalore.
2 Principals, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.
1 Head Mistress, Vani Vilas Institute, Bangalore.
2 District Inspectors of Urdu Education.
1 Assistant Inspector of Sanskrit Schools.
1 Head Mistress, Maharani's High School, Mysore.
3 Assistant Inspectresses of Kannada Girls' Schools, Mysore, Hassan and Tumkur,
1 Assistant Inspectress of Hindustani Girls' Schools, Mysore.
1 Medical Inspector of Primary Schools, Bangalore and Mysore.
1 Assistant Inspectress of Girls' Schools, Shimoga and Kadur.
1 Superintendent, Women's Training College, Mysore.
1 Superintendent, Sanskrit Schools, Bangalore.
1 Secretary, Board of Sanskrit Studies and Examinations, Mysore.
1 Secretary, Local Examinations Boards, Bangalore.
1 Curator, Government Book Depot, Bangalore.

XV. Geological.

1 Director, Department of Geology.
1 Chief Inspector of Mines in Mysore, Oorgaum.

XVI. Registration.

1 Inspector-General of Registration in Mysore, Bangalore.
8 District Registrars.

XVII. Industries and Commerce.

1 Director of Industries and Commerce in Mysore, Bangalore.
4 Superintendents of Industries and Commerce.
1 Superintendent, Government Weaving Factory, Dodballapur.
1 District Weaving Demonstrator, Mysore.

XVIII. Co-operative Societies.

1 Registrar of Co-operative Societies in Mysore, Bangalore.
1 Deputy Registrar of Co-operative Societies, Bangalore.
6 Assistant Registrars of Co-operative Societies.

XIX. Income-tax Department.

1 Commissioner of Income-Tax in Mysore, Bangalore.
9 Deputy Commissioners of Income-Tax.
23 Income-Tax Officers.

XX. Agriculture.

1 Director of Agriculture, Bangalore.
2 Assistant Directors of Agriculture, Tumkur and Mysore.
2 Deputy Directors of Agriculture, Shimoga and Chikmagalur.
1 Economic Botanist, Department of Agriculture, Bangalore.
1 Agricultural Chemist, Bangalore
1 Agricultural Engineer, Bangalore.
1 Vice-Principal in charge of Hebbal Farm, Bangalore.
1 Vice-Principal in charge of Agricultural School, Bangalore.
1 Entomologist, Department of Agriculture, Bangalore.
1 Mycologist, Department of Agriculture, Bangalore.
1 Officer in charge of the Live Stock Section, Bangalore.

XXI. Meteorological.

1 Meterological Reporter to Government, Bangalore.
7 Meteorological Observers.

XXII. Sericulture.

1 Superintendent of Sericulture in Mysore, Mysore.

XXIII. Government Gardens.

1 Director of Horticulture, Bangalore.
1 Superintendent, Government Gardens, Bangalore.

XXIV. Amrit Mahal.

1 Superintendent, Amrit Mahal Department, Bangalore.

XXV. Veterinary Department.

1 Superintendent, Civil Veterinary Department, Bangalore.
1 Officer in Charge of Serum Institute, Bangalore.
2. Assistant Veterinary Superintendents, Mysore and Tumkur, All Veterinary Dispensaries.

XXVI. Military Department.

1 Chief Commandant, Mysore State Troops, Bangalore.
1 Commandant, Mysore Transport Corps, Bangalore.
1 Superintendent, Hessaraghatta Grass Farm, Hessaraghatta.
1 Financial Assistant to Chief Commandant, Bangalore.
1 Superintendent, Government Stud Farm, Kunigal.

XXVII. Representative Assembly and Legislative Council, Bangalore.

1 Secretary, Representative Assembly and Legislative Council, Bangalore.

XXVIII. Joint Stock Companies.

1 Registrar of Joint Stock Companies, Bangalore.

XXIX Museum.

1 Superintendent, Government Museum, Bangalore.

XXX. Miscellaneous.

1 Superintendent, Government Printing, Bangalore.
1 Superintendent, Government Stationery, Bangalore.
1 Assistant Superintendant, Government Branch Press, Mysore.
1 Secretary to the Board of Management, Mysore Local Service and Pleaders' Examinations, Bangalore.
1 Special Land Acquisition Officer, Krishnarajasagara.
1 Superintendent, Government Soap Factory, Bangalore.
1 Director, Sandal Oil Factories, Bangalore and Mysore.
1 Kannada Translator to Government, Bangalore.
1 Organising Commissioner, Boy Scouts, Bangalore.
1 Assistant Organising Commissioner, Boy Scouts, Bangalore and Mysore.
1 Secretary, Stores Purchase Committee, Bangalore.
1 Secretary, Board of Industries and Commerce.
1 Secretary, Board of Agriculture.
1 Secretary, Board of Edutation.
1 Superintendent, Government Chrome Mines, Byrapur.
1 Secretary, Exhibition Committee, Bangalore.
1 Publicity Officer, Bangalore.
1 Commissioner of Workmen's Compensation, Bangalore.
1 Consulting Architect, Bangalore.
1 Census Superintendent in Mysore, Bangalore.
1 Director of Archæological Researches in Mysore, Mysore.

APPENDIX C.

LIST OF OFFICERS AND OFFICES ENTITLED TO OBTAIN STATIONERY ON PAYMENT (BOOK ADJUSTMENT). (RULE V),

1.	Mysore University ...	For Printing work done or Stationery supplied.	(G. O. No. G. 6367-89—P. and S. 65-23-8, dated the 14th February 1925).
2.	Office of the Mysore State Life Insurance ...	Do	
3.	The Electrical Department ..	Do	
4.	Mysore Railways ...	Do	
5.	All Factories and Workshops of the Industries and Commerce Department ..	Do	
6.	The Bhadravati Iron Works ..	Do	

Miscellaneous Offices like.—

7.	The Public Libraries of Bangalore and Mysore ...	For Stationery supplied.
8.	The Seed Depot of the Government Gardens Department ...	For Printing and Stationery.
9.	Agricultural Department ...	Agricultural Calendar and special Bulletins and Pamphlets printed.
10.	Education Department ...	For Text-Books Printed and Stationery supplied for Local Examinations.
11.	Local Boards and Municipalities and such other offices and Institutions as may be specially included ..	when they send any printed work.
12.	Military ..	

APPENDIX D.

(REFERRED TO IN RULE 11.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 11.—Indents for Stationery shall be prepared in the form given in Appendix 85D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF..... .....

Number of Gazetted Officers.....
Number of Clerks ..... } clerks using stationery as per details below
Accountants.....
Mutchis.....
Details of sanctioned establishment.

The route and mode of carriage.
Direction to be marked on cases.
To the.....
of.....
at.....
care of.....
To be forwarded by .....

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 8			Quantity supplied by the Depot			REMARKS. NOTE.—Explanation of unusually large demands, than the average consumption shown, etc., should be given here
	(1) *Articles supplied on the average of the past two years' consumption.*							
	SUPERIOR PAPERS.	Rms.	Q.	S.	Rms.	Q.	S.	
1	Machine-made Foolscap ...							
2	Typewriting paper, thick ...							
3	Do thin ...							
4	Carbon paper ...							
5	1st quality Memorandum ...							
6	2nd do ...							
7	1st quality note paper ...							
8	2nd do ...							
9	Combined envelopes ...							
	ORDINARY PAPERS.							
10	Cream wove F.'cap. 10 lbs. ...							
11	Blotting Paper ...							
	PAPERS FOR COVERS AND PACKETS.							
12	Brown cartridge ...							
13	Badami Demy ...							
	BLANK BOOKS.	Number			Number			
14	"From" Registers, English ...							
15	"To" do ...							
16	Order Book ...							*Vide* instructions at the back.
17	Acquittance Book ...							
18	Quarto 1 qr. ...							
19	Octavo 1 ,, ...							
20	Stationery Issue Registers ...							
21	Do Receipt do ...							
22	Forms Issue Register ...							
23	Do Receipt do ...							
24	Do K. do ...							
25	File Book ...							

APPENDIX D.—*concld.*

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 8	Quantity supplied by the Depot	Remarks. NOTE.—Explanation of unusually large demands than the average consumption shown, etc., should be given here.
	SUNDRY ARTICLES.	Number	Number	
26	Needles ...			
27	Tape, white Skeins			
28	Thread, white Reels			
29	Sealing-wax Sticks			
30	Candles No.			
	(2) *Articles supplied according to Fixed Scale.*			
31	Steel-pen Nibs No.			
32	Do Holders ,,			
33	Black Ink Powder Packs			
34	Red do do			
35	Black Lead Pencils No.			
36	Coloured do ,,			
	(3) *Articles supplied once for all and which can only be renewed after the lapse of the minimum period they are required.*			(a) Here enter certificate required under the Officer's signature. *Vide* instructions at the back.
37	Blotting pads No.			
38	India-rubber ,,			
39	Pen-knives ,,			
40	Scissors ,,			
41	Green baize Yds.			
42	Ink-glasses No.			
43	Screw-top Ink-glasses ,,			
44	Candle-sticks ,,			
45	Ebony Ink-stands ,,			
46	Wooden do ,,			
47	Rulers, round ,,			
48	Finger printing apparatus ,,			
49	T. W. Ribbons, Remington ,,			
	Do Oliver ,,			
	Do Underwood ,,			
	Do L. C. Smith ,,			
	Do Portable ,,			

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, etc., on the 193 and found the same correct according to the book balance (except in the case of artical shown in the accompanying statement).

Station.....
Date..... *Signature and designation of the Head of the Office.*

Signature of the Indenting Officer.

Issue stationery passed in column No. 10.

Superintendent of Stationery.

Issued stationery accordingly as per column No. 11.

Supervisor. *Storekeeper.*

The articles detailed in column No. 11 have been examined and received in good condition from the Stationery Depot on this the..... .....day of .....193 .

Signature and designation of the Officer receiving stationery.

APPENDIX E.

(RULE XVI.)

List of stationery articles issued according to a fixed scale and for stated periods for all Offices.

PER ANNUM.

	Black lead pencils	Coloured pencils	Black ink powder	Red ink powder	Pen holders
1	2	3	4	5	6
Head of Offices ...	4	2	3 packets to each man	1 packet to each man	2
Managers, etc., Auditors and accountants.	3	...			2
Clerks	3	...			2
Mutchies	2	...			1

N. B.—Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchie and served out.

PER MONTH.

	Nibs	Blotting paper
Gazetted Officer	6	2 sheets
Managers, etc., Accountants and Clerks ...	4	1 sheet
Mutchies	8	1 ,,

N.B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

PERIODICALS ISSUED AT STATED INTERVALS.

Articles	Minimum number of years for which the articles are issued	Scale
1	2	3
Blotting pad	1 Year ...	1 for each Gazetted Officer
India rubber piece ...	2 Years ...	1 per man
Pen-knives* ...	4 ,, ...	1 for each Gazetted Officer
Scissors ...	4 ,, ...	1 for each Officer
Green baize ...	4 ,, ...	2 yards for Gazetted Officer
Ink glasses ...	5 ,, ...	2 per man
Screw top Ink glasses† ...	5 ,, ...	2 for Gazetted Officers with touring works
Candle stand with globe ...	4 ,, ...	4 (maximum) per office
Rulers ...	Once for all ...	1 for every six clerks
Wooden ink stands ...	,, ...	1 for each official
Pen-racks ..	,, ...	1 for head of office
Paper weights ...	,, ...	2 do

*Four pairs to Secretariats, Chief Court, Comptroller and other Officers having several offices.

†This class of articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to Stationery for exchange for new ones as required by G. O. No. G. 2524)-599—P. & S. 75-15-4 of 8th May 1919.

APPENDIX D I.

(RULE 11.)

Standing list of the Offices of Amildars to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 11—Indents for Stationery shall be prepared in the form given in Appendix 25D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF THE AMILDAR OF.....TALUK.

Date despatched.....

No. of Gazetted Officers.....
No. of clerk using stationery as per details below .....
Details of sanctioned establishment.

The route* and mode of carriage to be specified—Direction to be marked on cases "To the.....
of.....
at.....
care of.....
to be forwarded by.....
*Here distinctly state the nearest Railway Station to destination.

No.	Particulars			Quantity supplied by the Stationery Office			REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be given here
				Rms.	Q.	S.	
1	Blue laid Foolscap	...	...				
2	Cream-wove Foolscap	...	...				
3	Blotting paper	...	...				
4	Brown Cartridge	...	...				
5	Badamy Demy	...	...				
6	Pen carbon	...	...				
7	Pencil carbon	...	...				
8	Receipt Book for Stationery		...				
9	Issue Book for Stationery	...	...				
10	Receipt Book for Forms	...	...				
11	Issue Book for Forms	...	...				
12	Needles	...	No.				
13	Thread	...	lb.				
14	Tread, white	...	Nos.				
15	Sealing wax	...	Seers				
16	Steel pen nibs	...	No.				
17	Holders	...	No				
18	Blue black ink powder	...	packs.				
19	Red ink do	...	,,				
20	Black lead pencils	...	No.				
				Date of last supply.			
21	Green baize	...	yds.				
22	Ink glasses	...	No.				
23	Penknife	...	No.				
24	Scissors	...	No.				
25	Wooden Ink stand	...	No.				
26	Rulers	...	No.				

I certify that I examined the stock of Stationery articles, etc., on the.....and found the same correct according to the book balance.

Dated.....

Station.....

Countersigned by—

Signature of the Indenting Officer.

Deputy Commissioner.....*District.*

Issue Stationery passed in column 10. Issued Stationery accordingly as per column 11.

Superintendent of Stationery. *Supervisor.* *Storekeeper.*

APPENDIX E I.

List of stationery articles issued according to a Fixed Scale and for stated periods for Amildars' Offices.

PER ANNUM.

	Black lead pencils	Black ink powder	Red ink powder	Pen holders
Officer	4	3 packets to each man.	One packet to each man.	2
Managers, Auditors and Accountants	3			2
Clerks	3			2
Mutchies	2			1

N.B.—Black and Red ink powders shall not be issued to each individual, but the required ink will be prepared by office Mutchies and served out.

PER MONTH.

	Nibs	Blotting
Officer	6	2 sheets
Managers, Accountants and Clerks	4	1 sheet
Mutchies	3	1 „

N.B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

PERIODICALS* (FOR THE AMILDAR ONLY).

(Vide G. O. No. G. 6676-86—P. & S. 1-27-42 of 15th December 1927.)

Articles	Minimum number of years for which the articles are issued	Scale
Green baize	6 years	Two yards
Ink glasses	6 years	Two
Pen-knife	4 years	One
Scissors	4 years	One pair
Wooden Ink stand ...	Once for all	One
Rulers	Do	One pair every six men.

N.B.—The articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to the Stationery Depot for exchange or new ones as required by G. O. No. G. 2524-300—P. & S. 75-18-1 of 8th May 1919.

APPENDIX F1.

(Rule XXVII.)

GENERAL STORE ACCOUNT BOOK OF STATIONERY AND FORMS OF THE OFFICE OF.....DURING THE YEAR 19 . 19

Instructions for the up-keep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show al receipts, namely, the Stationery and Forms received from the Depot, by local purchase, and that returned to stores by an office or offices, and also the monthly issues and balances in the following manner:—

2. The receipts will be posted up whenever they are received and added to the balance at the end of each month; the monthly totals of issues will be posted underneath the next receipts and the balances thus ascertained monthly. At the end of the year, an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date
Receipts, Issues and Balances
Writing paper
Paper for drafting purposes
Royal
Medium
Demy
Cream laid quarto post.
Cream laid note
Foolscap, band-made.
Foolscap, machine-made
Cream wove Foolscap, 10 lbs.
Cream wove Foolscap, 14 lbs.
Opening Balance
Paper for Drafting purposes
Miscellaneous paper
Blank books of writing paper
Blotting paper
Brown Cartridge
Badamy Demy 16 lbs.
Printing Royal
Printing Demy
Foolscap 2 qrs.
From Register
To Register
Index

Unit	Articles	
	Miscellaneous articles	
No.	Quarto Books	
No.	Octavo Books	
No.	Stationery Issue Book	
No.	Stationery Receipt Book	
No.	File Books	
No.	Paste Boards	
No.	Needles	
Skn.	White Tape	
Skn.	Bengal Twine	
No.	Thread white	
No.	Thread coloured	
Yds.	Cloth lined paper	
No.	Sealing wax	
No.	Candles	
No.	D. O. Covers	
No.	Liquid gum bottles	
No.	Glass gum pot	
No.	Spare Brushes	
No.	Paper fasteners	
No.	Paper cutters	
No.	Cotton tags	
No.	Steel pen nibs	
No.	Steel holders	
Pks.	Black Ink powder	
Pks.	Red Ink powder	
No.	Blue black ink bottles	
No.	Black lead pencils	
No.	Coloured pencils	
No.	Blotting Pad	
No.	Rubber	
No.	Strops	
No.	Pen-knives	
No.	Scissors	
	Drawing materials	
Pks.	Green baize	
No.	Glass ink bottles	
No.	Screw top ink bottles	
No.	Candle sticks	
No.	Ebony ink stands	
No.	ink stands	
No.	Rulers (round)	

Unit	Miscellaneous articles
No.	Paper weights
No.	Pen rests
No.	Finger Printing apparatus

APPENDIX F 2.

(Rule XXVII.)

ACCOUNT BOOK OF THE ISSUE OF STATIONERY AND FORMS IN THE OFFICE OF.....DURING THE YEAR 19 —19

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such issues.

1. As a precautionary measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

Drawing materials.

Candle sticks	No.
Ebony Ink stands	No.
Wooden Ink stands	No.
Rulers, round	No.
Paper weights	No.
Pen rests	No.
Finger Printing apparatus	No.

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Miscellaneous

White Tape	Sk.
Bengal Twine	Sk.
Thread, White	No.
Thread, coloured	No.
Cloth—lined paper	yds.
Sealing wax	No.
Candles	No.
D. O. Covers	No.
Liquid gum bottles	No.
Glass gum pot	No.
Spare brushes	No.
Paper fasteners	No.
Paper cutters	No.
Cotton tags	No.
Steel pen nibs	No.
Steel holders	No.
Black ink powder	Pks.
Red ink powder	Pks.
Blue black ink bottles	No.
Black lead pencils	No.
Colored pencils	No.
Blotting pad	No.
Rubber	No.
Pen-knives	No.
Scissors	No.
Green baize	No.
Glass ink bottles	No.
Screw—top ink bottles	No.
Seals	No.

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APPENDIX G.

(RULE 43.)

Standing list of the office of.....
.....to which printed Forms and Registers are supplied with number, name and quantity of each Form or Register to be supplied.

RULE NO. 43.—A standing list containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list.

Office of .....

The route and mode of carriage.
Description to be marked on cases.
To the.....
of.....
at.....
care of.....
to be forwarded by.....

Serial number of the Indent	Serial number of the Form	Name of Form	Quantity to be supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
1	2	3	4	5

Date.....19 .

Signature and Designation.

APPENDIX H.

(REFERRED TO IN RULE XLII.)

Statement showing the book balance of Stationery and Forms on examination of stock on 193

Articles	Balance as per book	Actually found in stock	Excess	Deficiency	Remarks accounting for the difference
1	2	3	4	5	6

STATION,.....
Date.....

Signature and Designation.

APPENDIX I.

(REFERRED TO IN RULE XXVII.)

Register showing Periodical Issues of stationery articles.

Date of issue	To whom issued	Rubber	Pen-knives	Ink glasses	Screw top ink glasses	Green baize	Scissors	Candle sticks	Rulers	Ebony Inkstands	Wooden Inkstands	Paper weights	Pen rests

PART III.

RULES REGARDING ECONOMY IN THE USE OF STATIONERY ARTICLES AND THE ISSUE OF SPECIAL ARTICLES OF STATIONERY.

1. Instructions to Officers Obtaining Stationery from the Stationery Depot.

All requisitions for the supply of Stationery to newly created offices should receive the sanction of the Chief Secretary. Requisitions from such offices for supply of stationery not supported by such sanction should not be complied with by the Superintendent of Stationery. G. O. No. G. 5252-90—G. M. 37-08-56, dated 18th March 1909.

Officers receiving stationery should enforce all possible economy in the use of the articles by preventing any wilful wastage or extravagence. G. O. No. G. 4611-59—G. M. 105-10-14, dated 8th February 1911.

The Superintendent should take care to see that stationery articles are issued from the Depot, strictly in accordance with Rule 48 of the Stationery Rules. G. O. No. G. 10620-67 G. M. 294 13-1, dated 8th June 1914.

2. Indents for Stationery and Forms.

All subordinate officers under Rule 21 of the Government order of the 27th May 1904 read above and subsequent orders issued in that behalf will, in future, send their indents for stationery and forms direct to the Superintendent, Government Stationery, on such dates as may be fixed for the indents of their respective departments, exercising great care in preparing the indents before transmission. With a view to minimise too frequent change of forms and wastage of obsolete forms, it is directed that the wholesale revision of forms necessitating reprinting shall not be made without Government sanction and as a rule when forms are in stock and only a few amendments are ordered, the forms should in no case be printed afresh but corrections should be made in the G. O. No. G. 25076-135—P. & S. 10-19-117, dated 4th May 1920.

printed forms by means of amendment slips or in manuscript, whichever is more easily feasible.

3. Preparation of a Standard List of Forms in use in the Several Departments of the State.

G. O. No. 2139-2192—E; A. G. 444, dated 19th May 1920.

A comprehensive standard list of forms in use in the several departments of the State should be prepared. Such a list should show not merely the name and description of each form, the authority under which it is prescribed, its frequency and instructions as regards its printing, but also its approximate normal requirements, in a year, of each office using a form, so that the supply of forms in regular use need not be delayed until an indent therefor is received. The forms which may be required casually and whose supply need be made only when indented for should be separately shown.

4. Standardisation of Forms.

G. O. No. G. 75-124—P. & S. 4-25-150, dated 3rd July 1926.

Government direct that the work of standardisation be proceeded with as quickly as possible and the forms of all departments standardized early. With a view however to adjust the supplies to the actual needs of departments, the Heads of Departments concerned will, before the end of May each year, intimate to the Superintendent of Stationery whether in consideration of existing stock or of larger demand, the supplies of any particular forms have to be increased or decreased and to what extent. The Superintendent of Stationery may vary the supplies accordingly. He will, however, obtain the sanction of Government when the demand is much in excess of the approved standard of supply.

5. Supply of Stationery to Revenue and other Offices.

G. O. No. G. 8711-68—P. S. 41-26-12, dated 15th February 1927.

Government direct the strict observance of the rules appended to Government order No. G. 6011-60, dated 27th May 1904, by the officers indenting for the supply of stationery and forms. An explanation should invariably be furnished whenever quantities in excess of average consumption are asked for.

In passing supplies, the Superintendent, Government Printing and Stationery, should not cut down the indents

when they are carefully prepared and sufficient explanations have been given for the excesses indented for. He should also keep in view the balance on hand and intimate to the offices concerned the actual quantities passed by him for the whole year in question. He should report to Government in cases in which the date furnished are polpably inaccurate, and no proper explanations have been forwarded for the excess of the quantities indented for.

6. Consolidation of Indents.

The consolidation of indents of the following departments *viz*, Income-tax, Forest, Co-operation, Agriculture and Education will be tentatively done in the office of the Head of the department concerned, which alone should send the complete indent to the Stationery Depot, providing for the requirements of all the offices under its control. As regards the Revenue and Public Works Departments, and District Boards, the consolidation ofindents will be effected in the district or divisional offices instead of in the offices of the Heads of Departments. The consoli-dated indents will be forwarded in duplicate by the District offices to the Superintendent, Stationery Depot, through the respective Heads of department, (if any). The Superintendent of Stationery will supply the forms in specified quantities to the several offices direct from the Stationery Depot an intimation of despatch being sent to the Head of the Department concerned and the District officer submitting the indents. The rules laid down for the preparation and submission of indents should be scrupulously followed by all indenting officers.

G. O. No. G. 15299-317—P. & S. 4-23-52, dated 29th June 1929.

7. Discontinuance of the Supply of Stationery to Local Bodies from the Stationery Depot.

As regards the supply of stationery, the practice hitherto has been for the Municipal Councils and Local Bodies in the State to get their supplies from the Government Stationery Depot and to pay for them. Government do not see any justification for continuing the above practice any longer and are accordingly pleased to direct that in future the Municipalities and Local Boards may purchase their own stationery in the open market, according to a standard to be fixed by the Government, orders regarding which will separately issue.

G. O. No. G. 2485 96—P. & S. 10-19-166, dated 31st July 1920 and No. G. 9460-67—P. &. S. 10-19-173, dated 15th November 1920.

8. Recovery of half the cost of machine numbering and of the Future Printing of Forms and Registers from the Local Bodies using them.

G. O. No. L. 8217-34—Ml. 86-24-272 dated 6th April 1931.

Government are pleased to direct in modification of G. O. No. L. 7538-9—L. F. 246-92, dated 1st December 1892 and G. O. No. 10120-37—Ml. 411-06-35, dated 21st June 1913, that half the entire cost of machine numbering and of the future printing of forms and registers be borne by the Local Bodies using them and the other half by Government.

9. Inspection of offices by the Superintendent of Stationery in the matter of the Preservation and use of Stationery and Forms.

G. O. No. G. 1415-75—P. & S. 77-18-2, dated 26th March 1919.

As an inspection by the Superintendent, Government Stationery, of the several offices in the State is deemed desirable for ascertaining the state of things there in regard to the preservation and use of Stationery and forms, Heads of Departments and Deputy Commissioners of Districts are requested to have necessary facilities afforded to the Superintendent when he visits their own offices or those of their subordinates for the purpose.

G. O. No. G. 53-101—P. & S. 11-24-9, dated the 7th July 1925.

Government consider that periodical inspections of forms and stationery by the Superintendent of Stationery will be generally helpful in economising their use and are pleased to authorise the Superintendent of Stationery to make an annual inspection of the stock of stationery and forms in the offices at all District Head quarters and submit copies of their notes of inspection for the information of Government. The visits should be undertaken during the slack seasons in the Press office and without prejudice to the proper conduct and management of the Press.

10. Supply of Stationery to the Railway Department.

G. O. No. G. 8987-90—G. M. 73-13-110, dated 8th May 1914.

The cost of stationery and forms supplied to the Railway Department by the Stationery Depot may be adjusted by the presentation of bills and issue of cheques.

11. Recovery or Adjustment of outstandings from Certain Departments on account of Stationery Supplies made to them.

In every case in which the department receiving supplies of stationery does not return duly accepted the Superintendent's bill within a month of its receipt, the Superintendent should send a duplicate of the bill to the Comptroller for adjustment in his accounts without further reference to the departments. G. O. No. 24437-96—P. & S. 78-20-2, dated 14th June 1921.

12. Payment by certain departments for supplies made from the Stationery Depot.

All departments, institutions and local bodies whose accounts are made up on commercial lines or which have their own funds and also all departments which get their books or other publications printed for sale and propoganda should in future pay for the supplies made from the Stationery Depot. These departments are:— G. O. No. G. 6367-89—P. & S. 65-23-3, dated the 14th February 1925.

1.	Mysore University	For stationery supplied
2.	Office of the Mysore State Life Insurance Committee ...	do
3.	The Electrical Department ...	do
4.	The Mysore Railway Department ...	do
5.	All factories and workshops of the Industries and Commerce department	do
6.	The Bhadravathi Iron works and the Mysore Iron Mines	do
7.	Miscellaneous offices and institutions such as:—	
	The Public Libraries of Bangalore and Mysore	do
	The Seed depots of the Gardens department...	do
8.	Education department	do for Local examinations.

13. Economy in the use of Stationery.

Heads of offices should exercise the strictest economy in the use of articles of Stationery and great discretion should also be exercised in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing according to the importance of the subject matter. G. O. No. G. 11372-422—G. P. 21-15-52, dated 14th February 1916.

14. More economical use of Stationery in Public Offices.

G. O. No. G. 21915-42005—P. & S. 7-20-3, dated 20th May 1921.

1. Service post cards should be more largely used by all Officers, including those at Headquarters for short routine communications such as acknowledgments, reminders, etc.

2. Both sides of paper should be used for writing upon, in all offices, in all cases and for all communications.

3. Short communications should be sent in *quarto* (one-fourth of a foolscap sheet). Even longer communications should be sent in *quarto*, if they can be completed on the two sides of a quarter.

4. In offices where note paper with four pages is supplied and used, the communication should be written on the 1st, 2nd, 3rd and 4th sheets consecutively, and where the first two sheets only are used, the other half should be cut and used for another communication.

5. When a communication is received merely seeking supply of some information or of some book or is of a routine nature and the reply to it is not required for office reference, reply should be written on the communication itself and despatched.

6. The spare space on incoming letters, should, whenever possible, be utilised for brief office notes and for drafting replies.

7. The use of typewriting paper should be resorted to only when absolutely necessary and never when less than four copies have to be made.

8. The practice of using an extra sheet for docketing letters should be avoided the docket being entered on the outer paper of the communication itself.

15. Economising the use of Stationery and reducing Printing Work.

G. O. No M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and Stationery articles :—

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use.

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised.

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes.

(iv) Covers received should be cut open and used again as far as possible, by pasting the cut end with slips.

(v) The Superintendent, Government Printing and Stationery should use, wherever possible thin paper instead of thick and brown or other paper instead of white to keep down cost.

16. Economy in the use of Envelopes.

1. Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip. G. O. No. E. 1737-95—P. & S. 74 21-9, dated 7th September 1922.

2. In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in Office Memorandum No. M. 5595-639—P. & S. 74-21-2, dated the 6th June 1922.

3. In the case of long envelopes, slips with perforated cages may be pasted over the flaps only one cage, *viz.*, the outermost one on which the address is written being gummed and utilised each time the cover is sent out.

4. Wherever practicable, combined letter envelopes should be brought into use and the use of separate envelopes dispensed with.

5. The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several Offices together with the combined letter envelopes.

6. The supply of envelopes to Departments will be reduced by 30 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

17. Reduced supplies of articles from the Stationery Depot.

G. O. No. G. 21945-22005—P. & S. 7-20-8, dated 20th May 1921.

In regard to all articles not supplied according to the scales above mentioned, the Superintendent will supply in fulfilment of the indent for 1921-22, only 75 per cent of the quantities shown as consumed in 1919-20 or 1918-19 whichever is lower. In the case of new offices, the supplies will be proportionately reduced with reference to the indents.

18. Revised of scale issue of articles of periodical supply.

G. O. No. G. 21945-22005—P. & S. 7-20-3, dated 20th May 1921 and G. O. No. M. 1186-7—P. & S. 8-21-42, dated 20th September 1921.

The following revised rates will be adopted for the issue of articles of periodical supply :—

Per Annum.

	Black lead pencils	Coloured pencils	Black ink powder	Red ink powder	Penholders
Heads of Offices and Gazetted Officers.	4	2	Three packets per Officer or official.	One packet per two Officers or officials.	2
Managers, Accountants, Clerks, etc.	3	...			2
Mutchis	2	...			1

Per Month.

	Nibs	Blotting paper
Heads of Offices and Gazetted Officers ...	4	2
Managers, Accountants and Clerks, etc. ...	3	1
Mutchis	3	1

19. Discontinuance of the supply of luxury and unnecessary articles.

The supply of the following articles will be discontinued :— G. O. No. G. 21945-22005—P. & S. 7-20-3, dated 20th May 1921.

1. Europe twine.
2. Large scissors.
3. Ebony ink stands.
4. Strops.
5. Seals.
6. Hones.
7. Letter scales.
8. Quills.
9. Cloth lined paper:
10. Costlier kind of nibs (such as relief nibs, review nibs, camel and ball-pointed nibs.)

20. Limitations in the use of articles of superior quality.

1. The supply of machine made paper will be limited to the Secretaries and the Offices of Heads of Major Departments, Deputy Commissioners of Districts, District Judges and Judicial Officers. G. O. No. G. 21945-22005—P & S. 7-20-3, dated 20th May 1921.

2. The supply of red seal envelopes and note paper will be limited for the personal use of the Dewan and Members of Council only.

3. First quality note paper and envelopes to match will be supplied for the use of the Secretaries and the Heads of Major Departments only.

4. Second quality note paper and envelopes to match will be supplied for the use of District Judges, Deputy Commissioners and Heads of Major Departments and of the Secretariats and the Offices of the Heads of Major Departments.

5. No note paper will be supplied to other Officers and Offices but combined letter envelopes will be supplied instead.

6. Penknives will be supplied only to Heads of Offices and to Mutchis and not to every officer and official.

7. Green baize will be issued only to the tables of Gazetted Officers and other Heads of Offices.

8. Candle shades will be issued only at the rate of one per head of office and one for every full set of five clerks, subject to a maximum of four candle shades for any one office.

21. GROUPING OF ARTICLES OF STATIONERY AND PRINTING MATERIALS FOR THE PURPOSE OF INVITING TENDERS.

1. The grouping as shown in the Appendix is approved.

2. A set of the approved standard samples of the different articles of stationery and printing materials should be maintained in the Government Stationery Depot as usual, but duplicate samples of such of the articles as are not sufficiently standardised and are liable to variation from year to year will also be kept in the General and Revenue Secretariat.

APPENDIX.

GROUPING OF SUPPLIES FOR TENDER PURPOSES.

		lbs.
	A. Papers.	
1.	Machine made papers—M. M. foolscap ...	13
2.	Draft foolscap...	10
3.	Brown cartridge	30
4.	Badamy papers :—	
	Badamy demy	14
	Badamy foolscap	14
	Badamy cartridge demy	48
5.	*Printing Papers* :—	
	Printing royal...	20
	Printing demy	16
	Printing double foolscap	24
	Do	16
6.	Printing papers—rough :—	
	Printing double foolscap, rough	16
	Do do	14
7.	Blotting papers—	
	Blotting demy	24
8.	Coloured papers—	
	Draft foolscap..	16

B. Stationery Articles.

(1) *Writing materials.*

9.	Steel pen nibs, Perry and Company's	88 M.
10.	Do do	85 M.
11.	Pen holders, Joseph Gillott's, No. 826.	
12.	Black lead pencils, superior English.	
13.	Do do ordinary.	
14.	India rubber, 20 to a lb. superior quality.	
15.	Scissors, Rodgers, 6 inches.	
16.	Blue black ink jars, Stephens, 40 Ozs. jars.	
17.	Do do powder.	

18. Quarto post, without fly, thick.
19. Note paper, do
20. Envelopes, Demy 10″ × 5″ white.
21. Do do foolscap 9″ × 4″.
22. Do do Chit 5½″ × 4 ½″.

Drawing Materials.

23. Drawing, Double Elephant, T. Whatman's one side smooth.
24. Drawing, Imperial, T. Whatman's one side smooth.
25. Tracing paper, Climax No. 13, 40″ width in rolls of 18 yards white.
26. Section papers, 8 lbs. and 10 lbs.
27. Crow quills.
28. Ink and pencil erasers, British make.
29. Tracing cloth, 24 yards a roll, Dowse patent, 38″ wide.
30. Drawing pencils, H. ; HH ; and H H H.
31. Artists' glasses,
32. Saucers, 6 nests, Winsor and Newtons.
33. Sable hair brushes, Winsor and Newtons, 1 to 6.
34. Stencil ink cakes, Winsor and Newtons.
35. Drawing pins, Winsor and Newtons.
36. Water colour cakes.

Binding Materials.

37. Needles. 3″ round eye, Rodgers.
38. White tape, ½″ wide in skeins of 10 yards.
39. Red tape ½″.
40. Blue tape, ½″ in skeins of 10 yards (woollen).
41. Sealing wax, superior, English make, 12 to a lb,
42. Country sealing wax.
43. Thread, white, J. and P. Coats. Six cord No. 10, 400 yards a reel.
44. Candles 8 to a lb. superior in boxes of 200 each.
45. Long cloth, H. K. quality in pieces of 40 yards.
46. Long cloth, Indian Lady Brand.
47. Straw boards of different weights.

4. *Type Writing.*

48. Type writing paper thick, 13″ × 8″.
49. Do do thin 13″ × 8″.
50. Carbon paper non greasy, black and purple in boxes of 4 qrs or 100 sheets.
51. Ribbons, caribonum, in purple, black, purple and red, and black and red, to suit several machines.
52. Pencil carbon paper, Demy one side.
53. Do do Foolscap.
54. Ink carbon paper, Demy, one side.
55. Do do Foolscap, one side.

5. *Miscellaneous.*

56. Liquid gum bottles, clarified, pint bottles.
57. Green baize, superior quality, 54″ wide.
58. Ivory Boards, Royal 20″ × 25″ gross.

59. Double large Ivory cards.
60. Envelopes for above.
61. Cotton tags, 3" and 6" superior.
62. Twine superior.

22. Cost of transmission of Stationery.

No. 14783-80—Mis. 3-95, dated 30th June 1899.

In transmitting articles of Stationery to mofussil stations, the Superintendent will adopt the "To-pay" system when the consignments are booked by rail. But consignments to Taluks should be sent prepaid.

The cost of carriage for supplies delivered locally will likewise be paid by the officers receiving them.

23. Supply of Printed Proceedings to the Superintendent of Stationery.

G. O. No. G. 12865-925—G. M. 130-28. 2, dated 18th April 1929.

Copies of printed proceedings will be also supplied infuture to the Superintendent of Stationery in Mysore.

24. Printing of letter heads etc.

G. O. No. G. 2879-90—P. & S. 67-18-7, dated 5th August 1919 and No. G. 20365-425—P. & S. 73-19 2, dated 3rd March 1920.

Heads of Departments and Deputy Commissioners of Districts are authorised to get printed locally at private presses letter heads for docket communications, D. O. letters and covers required by them when the cost of the same does not exceed Rs. 25 and is met out of the office contingencies.

25. Printing of Routine Forms.

G. O. No. R. 9854-6—R. M. 68-27-2, dated 27th June 1928.

The Revenue Commissioner's proposals regarding the printing of routine forms such as "Interview slip," "Stamp Vendors' License Form" in the Government Press on requisition from the Deputy Commissioners of several Districts, are approved.

26. Supply of Stationery Articles to Taluk Offices in the State.

G. O. No. G. 25009-19-P. & S. 28.20-67, dated 27th June 1921.

The Superintendent, Government Stationery is authorised to supply to the various Taluk Offices in the State the stationery articles noted below tentatively for the official year 1921-22.—(1) Needles, (2) Bengal twine (3) White thread Reels. (4) Sealing Wax, (5) Steel nibs, (6) Holders, (7) Black Ink Powder, (8) Red Ink Powder, (9) Black lead pencils.

2. The provision for fixed contingencies of the

various taluk offices in the State for 1921-22 will be reduced by one half in consequence of this supply.

3. The new articles now ordered to be supplied will be added on to the taluk indent forms now in force.

27. Supply of Stationery Articles to Taluk Officer.

The temporary arrangement for the supply of Stationery articles to the Taluk Offices as per scale laid down in G. O. No. G. 25009-19—P. & S. 28-20-67, dated 27th June 1921 and continued during subsequent years shall be made permanent with effect from 1st July 1928.

G. O. No. G. 10295-206—P. & S. 37-27-4, dated 9th March 1928.

28. Supply of Periodical Stationery Articles to Taluk Offices.

The following periodical stationery articles will be supplied hereafter from the Stationery Depot to the Taluk and Sub-Taluk Offices at the intervals noted below :—

1. Green Baize once in 6 years.
2. Penknives once in 4 years.
3. Scissors once in 4 years.
4. Ink glasses once in 6 years.
5. Inkstands once for all.

G. O. No. G. 6676-86—P. & S. 1-27-42, dated 15th Dec., 1907 and No. G. 8520 30—P. & S. 1-27-47, dated 31st Jany. 1928.

29. Supply of Rulers to Taluk Offices.

Rulers will be included in the list of articles to be supplied to Taluk Offices from the Government Stationery Depot.

G. O. No. G. 14299-304—P. & S. 69-27-4, dated 27th June 1928.

30. Increase in the scale of supply of nibs to Departments.

Government are pleased to direct, in modification of G. O. No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, that the supply of nibs be increased from 4 to 6 in the case of Heads of offices and Gazetted Officers and from 3 to 4 in the case of others (Managers, Accountants, Clerks, etc., and Mutchies.)

G. O. No. E. 520-70—P. & S. 8-21-167, dated 19th July 1922.

31. Issue of Obsolete Registers and Forms for Printing Big and Small Docket Forms.

The stock of obsolete registers and forms found in the course of the Superintendent's inspection of several offices may be utilised for printing big and small docket

G. O. No. E. 4701-50—P. & S. 35-22-3, dated 31st Feb. 1923.

forms and the docket forms etc., supplied in consultation with the Heads of Departments concerned.

A certain percentage of docket forms in clean paper should also be supplied along with the docket forms in question.

32. ISSUE OF PENCILS FOR USE AT THE MEETINGS OF THE ECONOMIC CONFERENCE AND OF THE ECONOMIC DEVELOPMENT BOARDS.

G. O. No. G. 2187-8—P. & S. 4-25-20, dated 2nd Oct. 1925.

The Superintendent, Stationery Depot; is authorised to issue pencils to the Secretaries of the three Economic Development Boards as well as the Secretary Economic Conference on the scale noted below for use at the meetings of those bodies and of their Sub-committees.

50 Pencils per year for each of the three Boards.

100 Pencils per year for the Economic Conference Office.

33. ISSUE OF PENCILS FOR THE USE OF THE REPRESENTATIVE ASSEMBLY AND LEGISLATIVE COUNCIL MEETINGS.

G. O. No. G. 4981-2—P. & S. 4-25-67, dated 6th Jan. 1926.

The Superintendent, Stationery Depot, is authorised to issue pencils to the Secretary, Representative Assembly and Legislative Council, according to the following scale for the use of the Representative Assembly and Legislative Council Meetings :—

Two Sessions of the Representative Assembly at 50 for each Session	100
Three Sessions of the Legislative Council ordinary, 70 × 3	210
One Budget Session of Legislative Council ...	100
Thirty Sittings Days of Select Committee Meetings per year consisting of about 12 members, Average 30 × 6	180
Total ...	590
or 600 nearly	

34. SUPPLY OF STATIONERY FOR THE USE OF THE BOARDS AND COMMITTEES OF THE MYSORE UNIVERSITY.

G. O. No. D. 8275-76—Uni. 235-28-2, dated 15th Feb. 1929.

The Superintendent, Government Stationery, is authorised to supply annually on indent from the Register, Mysore University, 20 sets of Stationery as per details mentioned below for the use of the permanent Boards

and Committees in the University appointed under the ordinances :—

1. Ink powder packets (Black and Red).
2. Two pens and a dozen nibs.
3. Two pencils.
4. One hundred letter papers and envelopes.
5. Two quires of draft foolscap paper.
6. Three sheets of blotting paper.
7. Half a sheet of pins.

35. Supply of Stationery to the Economic Development Boards.

The free supply of Stationery to the offices of the Secretaries to the Economic Development Boards is sanctioned.

G. O. No. G. 614-6—P. & S. 16-24-2, dated 23rd July 1924.

36. Papers and Stationery articles and forms and registers for the use of the Public Examinations.

The Superintendent of Stationery may continue to make purchases of papers, covers, etc., required for the public examinations from the contractors of the Stationery Depot the bills therefor being paid from the grant in the Education budget and the forms, registers and statements connected with the examinations may be supplied free as part of the annual indent of the Department.

G. O. No. G. 13538-40—P. & S. 85-23-9, dated 7th April 1924.

37. Supply of Stationery to new Veterinary Dispensaries.

The supply of Stationery to new Veterinary Dispensaries may be made by the Stationery Depot without further reference to Government on intimation of the standard scale of supply which each dispensary is to receive.

G. O. No. J.C. 4547-9—A. & E. 165 24-2, dated 7th January 1925.

38 Supply of Stationery articles to Deputy Commissioners of Districts for the Mysore Local Service and Pleaders' Examinations.

The supply of articles like penknives and pencils, etc., is not necessary to Deputy Commissioners of Districts for the Mysore Local Service and Pleaders' Examinations held in May and December each year. As regards inkbottles and penholders, the same may be supplied to the Deputy

Chief Secy's. Letter No. E. 8872—P. & S. 7-23-104, dated 20th February 1924.

Commissioners of Districts for use during the next Local Service and Pleaders' Examinations with clear instructions that they should be preserved for subsequent examinations as no fresh supplies would be made.

39. Annual clothing to the Menials of the Stationery Department.

G. O. No. G. 11881-2—G. M. 19-26-101, dated 10th May 1927.

The issue of annual clothing to one Duffedar and two peons of the Stationery Depot is sanctioned, the cost of Rs. 28-12-0 per annum being met from the provision under Contingencies of the Stationery Department.

40. Engaging of Cooly Labour in the Stationery Depot.

G. O. No. E. 4049-50—P. & S. 51-23-5, dated 28th February 1924.

The Superintendent of Stationery is authorised to engage cooly labour at his discretion, whenever he considers necessary, in connection with the storage of paper at the Stationery Depot, the wages of the coolies being met out of the contingencies of the Stationery Depot.

41. Power to pass cart-hire in excess of accepted rates.

G. O. No. G. 8915-6—P. & S. 30-25-8, dated 5th May 1926.

The Superintendent, Stationery Dept is authorised to pass in emergencies expenditure on account of cart-hire in the contingent bill in excess of the accepted tender rates up to a limit of Rs. 3 per month.

42. Accounting of cut pieces of paper.

G. O. No. G. 5576-7—P. & S. 22-24-10, dated 26th January 1925.

All cut pieces of paper stored in the Paper Room for later use should be accounted for in a separate stock book.

43. Noting of issues of paper in the indent.

G. O. No. G. 5576-7—P. & S. 22-24-10, dated 26th January 1225.

Issues of paper from the Paper Room should be noted against the corresponding items in the indent. Periodical lists should be prepared showing the works which are pending execution and for which paper has been stocked in the Paper Room and has still to be issued and the balance of stock at the time should be verified with reference to this list.

44. Permission to take a clerk and a peon with the Superintendent when he goes on inspection.

Whenever the Superintendent asks permission of Government to proceed on tour for the purpose of inspection of the stock of forms and stationery articles in the offices of the moffusil, he may obtain the permission of Government to take a clerk and a peon with him and no general sanction is necessary. Gen. Secy's. Letter No. G. 11289—P. & S. 8-27-10, dated 3rd April 1928.

45. Stores and stock taking.

The following information regarding stores and stock taking may be arranged to be furnished in the Annual Administration Reports of the several departments :— Chief Secy's. Letter No. G. 8566-613-G. M. 56-30-1, dated 11th February 1931.

(1) Condition in which stock registers are maintained in his office and in the offices subordinate to him,

(2) Result of periodical verification of stock, and (3) action taken for the adjustment of deficiencies, excess, etc., if any, noticed during stock-taking.

46. Supply of Letter paper and Covers.

The supply of letter paper and covers embossed with the red seal must be restricted to the Secretariats and their use economised as far as possible. G. O. No. G. 5971-6010— dated 27th May 1884.

Demi-official papers and covers are intended to be used only by the officers to whom they are supplied and not by their clerks or other officials. G. O. No. 777-801—Mis. 133, dated 15th May 1896.

47. Supply of file Boards.

File boards not exceeding 100 as may be applied for, may be supplied to each Head of office of or corresponding to or above the grade of a Deputy Commissioner. The supply need not be annual ; but spoilt or damaged boards will be replaced by fresh ones by the Superintendent on application made by the officers concerned at the beginning of each official year. G. O. No. G. 2648-87—G.F. 45-03-04, dated 29th October 1904.

48. Supply of cotton tags.

Supply of cotton tags from the Stationery Depot shall be made to all officers of and above the rank of Deputy Commissioners and the Executive Engineers in the Public Works Department, on annual indents along with other articles of Stationery. In view of the costliness of the G. O. No. G. 1360-70—G. M. 75-13-134, dated 12th August 1914.

articles, indenting officers are requested to use these only when absolutely necessary and keep their indents at a minimum. The Superintendent, Stationery Depot will bring to the notice of Government, cases in which he considers that tags are extravagantly indented for.

49. Supply of carbon paper to Civil Courts.

G. O. No. J. 8071-2—Cts. 35-15-4, dated 7th February 1916.

The supply of black carbon papers to all Civil Courts on annual indents is sanctioned.

50. Blank books.

G. O. No. G. 18896-955—P. & S. 9018-102, dated 1st March 1919.

Blank books should be included in indents for Stationery in future. As regards the quantity, the supply may ordinarily be limited to the number specified below, but in special cases where the necessity for a larger number is made out, the indent may be complied with subject to a maximum of double the normal quantity.

Two blank books for passing office orders.
Do using as Baravard books.
Four quarto books for writing notes.
Four octavo books for writing notes.

51. Supply of periodical articles to Heads of Offices.

G. O. No. P. 8966—P. & S. 7-23-106, dated 23rd February 1924.

Heads of offices whether gazetted or non-gazetted are entitled to penknives, green baize, etc., but in view of the increased cost involved, the present practice may continue.

52. Supply of penknives to Steno-typists.

G. O. No. G. 6790-836—P. & S. 7-34-32, dated 28th November 1924.

Penknives may be supplied on the usual scale to Steno-typists.

53. Supply of short-hand note books and pencils from the Stationery Depot.

G. O. No. G. 9433-40—P. & S. 7-24-157, dated 21st October 1225.

The short-hand note books and pencils required for the several offices in the State should be stocked in the Stationery Depot.

54. SUPPLY OF GREEN BAIZE REQUIRED FOR THE TABLES USED BY THE MEMBERS OF THE BAR.

The issue once in four years of the quantity of green baize required for the tables used by the Members of the Bar in all Civil Courts including the Chief Court and Criminal Courts exclusive of the Bench Courts, is sanctioned. G. O. No. G. 5277-9—P. & S. 4-25-86, dated 22nd January 1923.

55. SUPPLY OF COUNTRY SEALING WAX FROM THE STATIONERY DEPOT.

The proposal of the Superintendent of the Stationery Depot to stock country sealing wax at the Stationery Depot for supply to all the District Treasuries in the State is approved. G. O. No. G. 5907-16—P. & S. 4-25-96, dated 16th February 1926.

56. SUPPLY OF STATIONERY ARTICLES OF LOCAL MANUFACTURE IN PLACE OF IMPORTED FOREIGN ARTICLES.

Stationery articles of local manufacture, *viz.*, lacquer-ware inkstands, penholders, paperweights, pincushions and rulers manufactured at Channapatna should be supplied to Government Offices in place of imported foreign articles. Gen. Secy's. Letter No. G. 9685—P. & S. 1-27-55, dated 21st January 1928.

57. SUPPLY OF COPYING PENCILS FROM THE STATIONERY DEPOT.

The proposal of the Superintendent of Stationery to supply Star of India Copying pencils made in the Pencil Factory of Messrs. V. Perumall Chetty & Sons, Madras to all offices where hard pencils are used and to include this quality of pencil in future stationery tenders is approved. G. O. No. G. 5362-411—P. & S. 4-28-23, dated 7th November 1928.

58. SUPPLY OF PENKNIVES AND SCISSORS TO THE FARMS AND RANGE OFFICES OF THE AGRICULTURAL DEPARTMENT.

The supply of Penknives and Scissors to the forty Farms and Range Offices of the Agricultural Department at one penknife one and pair of Scissors for each once in four years is sanctioned. G. O. No. G. 6899-921—P. & S. 57-30-2, dated 5th January 1931.

PART IV.

APPENDICES AND FORMS.

APPENDIX I.

RETURNS DUE FROM THE STATIONERY OFFICE.

Returns.	*Due date.*
Annual Return of stock-taking ...	... March.
„ „ of inspection of Stationery Office by Superintendent.	„
Brief Report of Stationery office	... end of July
Annual Report of Stationery office ...	... August 15.
Statement of officials of and above the rank of peons dismissed from service.	July and January.
Gradation list of the Establishment	... 1st July in each year.
Statistics of business for the half-year ending 30th June and 31st December.	July and January each year.
Statement showing the working of the General Rules of office Procedure.	January in each year.
Statement of backward classes employed	... End of every calendar year (January):
Extract of the Register maintained in the office under Rule 129 of the Rules for the conduct of legal affairs, etc.	Every quarter.

Returns due to the University.

Statement of Graduates employed ...	Before the end of July in each year.

Returns due to the C. R. B.

Half-yearly statement showing the Composition of the Establishment ("C" Statement) Two "C" Statements should be prepared and furnished to the Central Recruitment Board one with reference to the men having a permanent lien upon the appointments and the other with reference to men actually holding the posts at the close of the half-year.)	15th February and 15th August.
Statement showing the number of non-gazetted appointments of the Superior Service held by the different communities in the State Service on the 30th June (Letter No. 499-548—C. R. B., dated 22nd July 1929 from the Chief Secretary to Government.)	5th August following the year to which the Statement relates.

Returns due to the Comptroller.

Statement of retirements ordered under the provisions of Art. 324 (*c*), (*d*) and (*e*) of the Mysore Service Regulations, etc.	1st Week of the month following that to which the Statement relates.
Statement of Loan Scholarships and advances ...	On or before the 15th of the month following the close of each quarter, 15th April, 15th July, 15th October and 15th January.
Statement of bills sent to several Departments and local bodies in respect of supplies made by the Stationery Depot.	Monthly.
Stock Verification Report	1st September every year.

Returns due to the Stores Purchase Committee.

Statement showing action taken for payment of 10 per cent balances on foreign supplies (Letter No. S. P. C. 17878-907, dated 13th May 1931 from the Secretary. S. P. C.)	10th of the month following that to which the Statement relates.

APPENDIX II.

LIST OF RECORDS AND REGISTERS OF THE OFFICE OF THE SUPERINTENDENT, GOVERNMENT STATIONERY, TO BE EITHER PRESERVED PERMANENTLY OR DESTROYED AT INTERVALS.

A. Records to be preserved permanently.

1. Severice Books.
2. "From" Register.
3. "To" Register.
4. Order Book.
5. Acquittance Roll.
6. Stock Book.
7. Government Proceedings.
8. Establishment Schedule.
9. Cash Book.
10. Personal Deposit Register.
11. Annual Budget Estimates.
12. Press Note Book.
13. Lists of Articles and Books.
14. Annual Report.
15. Standing List of Stationery supplies to the several offices.

B. Records to be preserved for ten years.

1. Bill Book.
2. Remittance Book.
3. Contingent Register.
4. Adjustment Register.

C. *Records to be preserved for five years.*

1. Leave Book.
2. Tappal Book.
3. Forms Indents.
4. *Mysore Gazette.*
5. Receipt and Issue Book of Stationery and Press Paper Indents.
6. Tender papers and contract bonds.

D. Records that may be destroyed after audit.

1. Issue Book.
2. Receipt Book.
3. Budget Expenditure Book.
4. Invoices of Articles supplied.
5. Duplicate Bills.
6. Day Book; and
7. Service Stamp Account Book.

APPENDIX III.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SUPERINTENDENT, GOVERNMENT STATIONERY

1. Name of Inspecting Officer with designation.

2. Duration of Inspection { Date commenced ..... / Date concluded .....

3. Previous Inspection { Date ..... / Name of Inspecting Officer .....

QUESTIONS.

I. General.

1. Is the office accommodation sufficient id suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

Service Registers, Lists of Establishments, etc.

4. Is an up-to-date list of the establishment both clerical and menial maintained?

5. Is the record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the keys of the box?

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

8. Is a register of applications for appointments maintained and are selections made therefrom?

9. Are all appointments made in accordance with rules pertaining to the Department?

Distribution of Work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

Arrear Lists.

12. Does every official in each branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the Head of the Branch and is a statement submitted by the 5th of the following month?

13. Are these lists scrutinised carefully by the ministerial head, of the office and reminders sent promptly where necessary?

Reports and returns.

14. Is a statement of the periodical reports and returns due from each branch and prepared maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? (*Vide* rule 6 of the Efficiency Rules.)

How many and which returns were overdue at the time of inspection?

Furniture List.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?

Stationery and Forms.

16. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*vide* Rule 17 of the Stationery rules.)

17. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

18. Is a register of periodical issue of stationery maintained? (*vide* rule 27 of the stationery rules). Are stationery and forms indents from the indenting officers received in due time and attended to promptly?

File of Standing Orders.

19. Is a complete set of the standing orders of Government relating to the work of each branch of the office maintained? Are these files complete and up-to-date?

Is each provided with a table of contents, and if bulky, also an index?

20. Is a similar file maintained of circulars issued from the office?

Library.

21. In whose charge is the office Library and where is it kept?

22. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

23. Are all books received into the Library correctly labelled and deposited in appropriate places?

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

25. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26. Is a monthly report of books removed and not returned submitted?

27. Are cases of loss or of damage to

any books reported promptly and orders obtained for their replacement?

II CORRESPONDENCE REGISTERS.

28. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

29. How many of such registers are maintained? Are a peon book and tappal book maintained?

30. Are the registers written up neatly? Are the entries concise and clear?

31. Are all receipts classified in the manner laid down in rule 11 of the General Rules of Office Procedure?

32. Is there any delay in the fair-copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.

33. Is the issue register checked once a month by the ministerial head of the office?

34. Is an *amid* register maintained to enter all covers as they are received in the Branch?

35. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

III CASH AND CONTINGENCIES.

36. Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book

(2) General ledger or classified abtract of the monthly totals of Cash Book.

(3) Contingent Register

(4) Order book for contingent charges

37. what is the amount of permanent advance held by the office? In an account of it correctly kept? What is the balance on hand? Is it forthcoming?

38. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

39. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

40. Are all charges incurred on account of contingencies entered in the contingent register from day to day? *Vide* Article 81

of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

41. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

42. Is the abstract contingent bill drawn at the end of each month in the manner laid down in article 83 of the Civil Account Code and are the initials of the head of the Office obtained?

43. Is the expenditure kept within the budget grant?

44. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills? Is the account of service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance?

45. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

46. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office?

47. Are the bills and payments posted in the cash book?

48. Is undisbursed pay short drawn invariably in the pay bill of the next month?

49. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

50. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

51. Are drafts of the office travelling allowance bills maintained in a register?

Is there any undisbursed travelling allowance kept? Is it disposed of in accordance with Government Order No. FI. 2187-235—S. & A. 63-15-4, dated 19th November 1915? Have personal claims of officers to pay, allowances and increments been dis-

charged without delay? If any are delayed, what is the cause for the delay?

52. Are pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

53. How many cases are pending and why? The last pension quarterly may be reviewed.

IV. RECORDS.

54. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed, subjectwar or chronological, etc., may be briefly explained.

55. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

56. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

57. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time expired papers been eliminated according to such rules?

Miscellaneous.

58. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

59. Extent to which points noted for action at previous inspections have been attended to.

60. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not, and suggestions, if any, for improving the efficiency of the working of the office.

APPENDIX IV.

List of Forms and Registers used in the Stationery Office.

1. Register of Letters Received. ("From" Register.)
2. Register of letters Despatched. ("To" Register.)
3. Delivery Book.
4. Register of Receipt and Expenditure of Service Postage Stamps.
5. Cash book of Receipts and Disbursements.
6. Register of Contingent Charges.
7. Receipt Book.
8. Register of cash remittances made to the Treasury.
9. Order book for supply of articles.
10. Register of expenditure according to the Budget Grant.
11. Register of Security Deposits.
12. Invoice Book of articles supplied from the Depot.
13. Adjustment Register for bills issed for articles supplied by the Stationery Depot.
14. Issue book of stationery.
15. Intimation of arficles sent by Railway.
16. Receipt Book for Railway fare, paid.
17. Reminder Book.
18. Register of Bills to Paying Departments.
19. Register of Bills received from firms for supplies made to the Stationery Depot.
20. List of Furniture.
21. Acquittance Roll of the Establishment.
22. Register of absentees.
23. Register of monthly statement of premia realised by deduction in the Pay Bill.
24. Statement of recoveries of Bicyle Advances.
25. Schedule of subscription, etc., to State Provident Fund deducted.
26. Statement showing the recoveries of House-building advance.
27. Register of court dues recovered from officials.
28. Register of Valuable Documents.
29. Travelling Allowance Bill Register.
30. Register of Vagncies.
31. Letter forwarding bills for audit.
32. Letter forwarding audited bills to firms.
33. Ledger of advances made to contractors.
34. Register of advances made to packer for booking papers and stationery articles.
35. Day Book of Receipts and Issues in the Stores.
36. Packing Memo of articles supplied from the Stationery Depot.
37. Packing book of consignments despatched from the Stationery Depot.

1. From 193 —193

Register No.	Departmental		Subject	Number of Enclosures	References	Replied to or how disposed of
	No.	Date				

2. To 193 —193

Register		Subject	Number of Enclosures	References
No.	Date			

3. Delivery book of Stationery office.

Date	To whom	No. etc., of the letter	Signature

4. Register of receipts and expenditure of Service Postage Stamps in the Stationery Office.

Month and date	To whom	Number of letter	Receipt			Expenditure			Balance			Supervisor's initials	Remarks
			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.		

5. Dr. Cash Book of Receipts and Disbursements for the month of.....193 of the Mysore Government Stationery Office.

Date	Particulars	Cash			Bills			Total			Initials of Superintendent	Date	Particulars	Cash			Bills			Total			Initials of Superintendent
		Rs.	A.	P.	Rs.	A.	P.	Rs	A.	P.				Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

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6. Register of Contingent charges of the Office of the Government Stationery Depot, Bangalore, for 193 —193

Date	To whom paid / Appropriation for each detailed head	Sub-Vouchers Contingent Abstract No. of	Detailed Heads of Budget / Sub-Divisions of Detailed Heads: Packing	Carriage	Purchase of Furniture	Purchase of Books	Postage and Telegrams	Office expenses	Miscellanious	Total

Date	To whom paid / Appropriation for each detailed head	Sub-Vouchers Contingent Abstract No. of	Unusual charges: Description	Amount	Total of each Contingent Abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Remarks, Amount disallowed, etc.

7. RECEIPT BOOK.

Book No..... Receipt No.....

Government Stationery Depot.
Bangalore.....193

Received from.....
.....
.....
the Sum of Rupees.....
.....
on account of.....
.....

Rs.....

Supt., Govt. Stationery.

7. RECEIPT BOOK.

Book No..... Receipt No.....

Government Stationery Depot,
Bangalore.....193

Received from.....
.....
.....
the Sum of Rupees.....
.....
on account of.....
.....

Rs.....

Supt., Govt. Stationery.

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8. Cash Remittances made to the.....Treasury from the.....

Date of Remittance	Date of receipt in the remitting office of the amount remitted	On what account	Head of credit in the Treasury Accounts	Amount in figures			Amount in words	Signature of the Treasurer	Signature of the Officer in charge of the Treasury	Remarks
				Rs.	A.	P.				

9. ORDER BOOK FOR SUPPLY OF ARTICLES.

MYSORE GOVERNMENT STATIONERY OFFICE.

No. *Date*.....19

Messrs.....& *Co.*,

Contractors, Bangalore.

Please supply the undermentioned $\frac{\text{number of carts}}{\text{articles}}$ immediately.

No.	Name of $\frac{\text{carts}}{\text{articles}}$	Quantity

Store-keeper. *Supervisor.*

10. Budget Expenditure of the Budget grant of the Stationery Depot for the year.....

Sl. No.	Name of the Firm	Annual No. of the Bill	Amount of each Bill	Amount of the Consolidated Bill	Letter No. and Date of				Balance
					Forwarding to Comptroller	Receipt from Comptroller duly passed	Forwardal to the Firm	Acknowledgment by the Firm	

Name of Contractor.

11. Register of Security Deposits.

Date	For what contract	Amount furnished as		Amount furnished				Number and date of letter forwarding to		
		Earnest money	Security Deposit	In Cash	Treasury Receipt	Cheque	Govt. Pronote	Treasury	Comptroller	Party

12. Invoice Book of articles supplied by the Stationery Depot.

No.

Mysore Government Stationery Depot,
Bangalore.....19

Invoice of stores, etc., despatched this day from the depot per

To

No. and date of requisition	Description	Quantity	Number of packets

By Order,

Store-keeper.

Supervisor.

13. Adjustment Register of Bills Issued for Articles Supplied by the Stationery Depot.

Serial Number	No. and date of bills issued		Names of Officers to whom bills issued	Description of articles	Value			Reminders issued		Receipts							Remarks
										Docket		Details of receipts		Amount			
	No.	Date			Rs.	as.	p.	No.	Date	No.	Date	Cheque No.	Cheque Date	Cash	Rs.	as.	p.

14. Issue Book of Stationery.

Account of.....of Stationery				1 Hand made Medium 34 lbs.			2 Imitation Hand-made Foolscap 12 lbs.			3 Tub-size creamwove Foolscap Double 28 lbs.			4 Cream-laid Large post			5 Cream-laid Foolscap ruled			6 White Cartridge Royal 40 lbs.			7 White Cartridge Double Crown		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				8 Art-paper Double Crown			9 Art paper Royal 40 lbs.			10 Art paper Demy 30 lbs.			11 Art paper Double demy			12 Art paper Double Foolscap			13 Imitation art paper Double Demy 56 lbs.			14 Art Cover Paper Royal		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				15 Art Cover paper Demy			16 Art Cover Paper Double Crown			17 Art Cover paper medium			18 M. G. Pressings Double Foolscap			19 Manilla paper			20 Feather weight paper			21 Quarto-Post 12 lbs. Scarlet seal		
Date	Serial voucher number of the year	To whom issued	Invoice number of Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				22 Note paper 6 lbs. Scarlet seal			23 Imperator parchment Quarto post			24 Imperator parchment Envelopes			25 Carara Note-paper			26 Carara Envelopes		27 Cream-laid Quarto post 6 lbs.			28 Cream laid Note paper 8 lbs.		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	No.		Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				29 Asoka Blotting Paper			30 Blotting Paper 38 lbs.			31 Blotting Paper 24 lbs.			32 1st Quality Memo-randum			33 2nd Quality Memo-randum			34 1st Quality Note paper			35 2nd Quality Note paper		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				36 Combined Envelopes			37 Typewriting Paper, thick			38 Typewriting Paper, thin			39 Carbon Paper			40 Pen Carbon			41 Pencil Carbon			42 M. M. Azure Laid Royal Country 44 lbs.		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				43 M. M Azure laid Medium Country 32 lbs.			44 M. M. Azure Laid Demy Country 24 lbs.			45 Conqueror Azure Laid Royal			46 Antique Lined End paper			47 M. M. Azure Laid Double Foolscap 26 lbs.			48 Machine Made Foolscap 18 lbs.			49 Cream Laid Foolscap (Draft) 10 lbs.		
Date	Serial voucher number of the year	To when issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms.	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				50 Cream Laid Flooscap (Draft) 12 lbs.			51 Brown Cartridge Country 20 lbs.			52 Brown Cartridge Country 30 lbs.			53 Badamy Demy 14 lbs.			54 Badamy Double Foolscap 16 lbs.			55 Badamy Royal Single 16 lbs.			56 Badamy Foolscap Double 37 lbs.		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				57 Badamy Cartridge Demy			58 Badamy Cartridge Foolscap 25 lbs.			59 Printing Double Crown lbs.			60 Printing Double Royal lbs.			61 Printing Royal lbs.			62 Printing Double Demy lbs.			63 Printing Double Demy 48 lbs.		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				64 Printing Double Foolscap 20 lbs.			65 Printing Double Foolscap 16 lbs.			66 Printing Double Foolscap 14 lbs. rough			67 Coloured paper Royal			68 Coloured paper Medium			69 Colour paper Double Crown			70 Coloured Double Flooscap		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				71 Coloured Demy			72 Coloured paper Foolscap			73 Drawing. Double Elephant			74 Drawing Imperial			75 Tracing paper			76 Chequered Foolscap			77 Drawing Section-paper		
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

Account of.....of Stationery				78 Parchment			79 Marble Royal																	
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery																						80 Books Printing Foolscap 2 Qrs.
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	Rms	Q	S	No.

Account of.....of Stationery				81 Books Foolscap "From" Register (English)	82 Books Foolscap "To" Register (English)	83 Books Printing Quarto 1 Qr.	84 Books Printing Octavo ½ Qr.	85 Books Stationery issued	86 Books Stationery received	87 Issue book of Forms
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				88 Receipt Book of Forms	89 Taluk Issue Books	90 Taluk Receipt Books	91 File Books 4 qrs.	92 Country Sealing Wax Seers	93 Steel pen pen Nibs	94 Nib Holders.
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	Seers	Gross	No.

Account of..... .....of Stationery				95 Needles	96 White Tape English	97 Red Tape English	98 Blue Tape English	99 Europe Twine	100 White Tape Country	101 Red tape Country
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	Skeins	Skeins	Skeins	lbs.	lbs.	lbs.

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				102 Thread. white	103 Sealing Wax	104 Candles	105 Black ink Powder	106 Red ink Powder	107 Black lead Pencils	108 Coloured Pencils (Red and) (Blue)
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	Packs	Packs	No.	lbs.

Account of.....of Stationery				109 Blotting Pads	110 Thablack Thread	111 India Rubber	112 Penknives Double bladed ordinary	113 Penknives Rodgers Big	114 Penknives Rodgers Small	115 Scissors
Date	Serial Voucher number of the year	To whom issued	Invoice number of Indent	No.	lbs.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				116 Green Baize Ordinary	117 Green Baize Superior	118 Ink Glasses	119 Screw Top Glasses	120 Mud Ink Bottles	121 Candle Sticks	122 Ebony Ink stands with glasse
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	yds	yds	No.	No.	No.	No.	No.

Account of.....of Stationery				123 Wooden Ink stands	124 Officers Ink stand	125 Rulers Round	126 Finger Printing Plates	127 Finger Printing Ink Boxes	128 Finger Printing Rollers	129 T. W. Ribbons Remingtor
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery .....

Account of.....of Stationery				130 T. W. Ribbons Oliver	131 T. W. Ribbons Underwood	132 T. W. Ribbons L. C. Smith	133 T. W. Ribbons Corona	134 Strops	135 Wafer Seals	136 Hones
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

Account of..... ..of Stationery				137 Paper weights	138 Pen Rests	139 Letter Scales	140 Erasers	141 Ivory Paper Cutter	142 Cotton Tags	143 Paper Fasteners
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Statione

Account of.....of Stationery				144 Liquid Gum in bottles	145 Glass Gum Pots with Brushes	146 Long cloth	147 Sheep skin	148 Straw boards 2 lbs.	149 Straw boards 1½ lb.	150 Straw boards 1 lb.
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	Yards	No.	No.	No.	No.

Account of.....of Stationery				151 Straw boards ½ lbs.	152 Paste Boards	153 Three Sheet Card Boards	154 Coloured Boards	155 Book Binding Calico	156 Cloth Lined Paper	157 Interwoven Paper
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	Yards	Yards	No.

14. Issue Book of Stationery—*contd.*

Account of..... ....of Stationery				158 Blue black ink jars	159 Ivory Boards	160 Large Ivory Cards	161 Envelopes for above	162 Envelopes Chit	163 Envelopes Demy	164 Envelopes Foolscap
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

Account of.....of Stationery				165 Envelopes Demy Scarlet seal	166 Envelopes Foolscap Scarlet seal	167 Envelopes Demy cloth lined	168 Envelopes Foolscap cloth lined	169 Envelopes cloth lined Big	170 Envelopes Blue Sealed	171 Envelopes Blue Sealed small cloth lined
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of.. .....of Stationery				172 Crow Steel Pens	173 Mapping Pens	174 Ink and Pencil Erasers	175 Metallic Note Books	176 Sponges	177 Tracing Cloth	178 Drawing Pencils
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	Yards	No.

Account of.....of Stationery				179 Drawing Pins	180 Artists' Glasses	181 Saucers	182 Sable hair brushes	183 Paralled Rulers Brass	184 Boxes of Dry colours	185 Boxes of Moist Colours
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of..... ....of Stationery				186 Boxes of Mathematical instruments	187 Stencil Ink	188 Stencil Brush	189 Brown Ochre	190 Burnt Sienna	191 Burnt Umber	192 Carmine
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

Account of.....of Stationery				193 Carmine Lake	194 Crimson Lake	195 Cobalt	196 Emerald Green	197 French Ultra marine	198 Flake white	199 Gamboge
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				200 Indian Ink	201 Indigo	202 Indian Red	203 Light Red	204 Litho Ink Fine	205 Maddar	206 Neutral Tint
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

Account of.....of Stationery				207 Orange	208 Prussian Blue	209 Purple	210 Raw Sienna	211 Sepia	212 Scarlet Lake	213 Vermillion
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.	No.	No.

14. Issue Book of Stationery—*contd.*

Account of.....of Stationery				214 Venetian Red	215 Yellow Ochre	216 Paues Grey	217 Shorthand Note Books	218 Shorthand Fono pencils	219 Issue and Receipt books of Criminal forms	220 Manilla Covers big
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent	No.	No.	No.	No.	No.		
Account of.....of Stationery				221 Manila Covers small	222 Copying pencil					
Date	Serial voucher number of the year	To whom issued	Invoice number or Indent							

14. Issue Book of Stationery—*concld.*

Account of.....of Stationery

Date	Serial voucher number of the year	To whom issued	Invoice number or Indent							

Account of.....of Stationery

Date	Serial voucher number of the year	To whom issued	Invoice number or Indent							

15. BOOK OF INTIMATION OF ARTICLES SENT BY RAILWAY.

MYSORE GOVERNMENT STATIONERY DEPOT,

No.

Intimation of Despatch of Stationery.

FROM

THE SUPERINTENDENT OF STATIONERY,
BANGALORE.

TO

THE.....

.....

.....

Has the honor to advise despatch by Rail on the..... at..... of stationery articles for the year 193 —193 and to request that the packages may be cleared from Railway and the Memo of contents of packages returned to this office duly acknowledged as soon as the contents of the cases have ben carefully examined.

2. Railway Pass No.....is herein enclosed.

BANGALORE,

Case No.

Bale No.

Bundle No.

Forwarding clerk.

16. RECEIPT BOOK FOR RAILWAY FARE PAID.

No.....

Railway fare paid on.....bales.....cases and..... bundles despatched to the.....care of..... at.....Railway Station, as per Railway Receipt No..... dated.....

Rs. a. p.

Bangalore,
The.....193

.....
Superintendent of Stationery,
Mysore Government

17. REMINDER BOOK.

OFFICE OF THE SUPERINTENDENT OF STATIONERY,

Bangalore.....193

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore.

To

Has the honor to invite his attention to this Office No.....
dated.....*re*.....
.....
.....
.....
.....
.....
and to request the favour of a very early reply in the matter.

Superintendent of Stationery.

17. REMINDER BOOK.

OFFICE OF THE SUPERINTENDENT OF STATIONERY,

Bangalore.....193

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore.

To

Has the honor to invite his attention to this Office No.....
dated.....*re*.....
.....
.....
.....
.....
.....
and to request the favour of a very early reply in the matter.

Superintendent of Stationery.

18. Register of Bills to Paying Departments.

Mysore Government Stationery office.

No.....

To.....Dr.....

From The Superintendent of Stationery, Bangalore

Date	Particulars		Cost of Stationery articles or paper
	Total Rs. ...		

Rupees.....

BANGALORE

Dated.....193 .

.....Contents received.

Superintendent of Stationery.

19. Register of Bills.

Received from Firms for supplies made to the Government Stationery Depot during the year 193 -3

Serial No.	Name of the Firm	No and date of the Firm's Bill	Description of articles supplie	Amount			Date of receipt of the Bill in the Stationery Office	Date on which the bill is passed	No. and Date of Letter			
				Rs.	a.	p.			Forwarding to Comptroller	Receipt from Comptroller duly passed	Forwarding to the Firm	Acknowledgment by the Firm

20. List of Furniture in the Stationery Depot as it Stood on

Names of Articles	No.	Date of Purchase	Cost				Remarks
				Rs.	a.	p.	

21. Acquittance Roll of the Establishment of the Government Stationery Depot, Bangalore, for the month of.....193

Serial No.	Name of Section and of Post	Name of incumbent	For men present on duty			Leave Salary (for absentees)	Amount held over for future payment	Fines	Amount drawn in this bill	Deductions			Actual Amount paid	Signature or Thumb-mark
			Permanent Pay	Extra Salary for officiating or sub-protem appointments	Allowance if any (to be Specified)					Mysore State Life Insurance premium	Other deductions	Total deductions		
1		3	4	5	6	7	8	9	10	11	12	13	14	15

22. Register of Absentees on the fixed Establishment of the Government Stationery Depot Bangalore for the month of.....19..

Name and designation (Substantive) of absentee.	Pay of absentee (rate per mensum			Nature of absence					Absentee Allowance		Acting Officer			Acting allowance		Cost of absence	
	Maximum	Minimum	Actual	Kind	Period	Office to which transferred	Date and hour of Commencement absence	Date and hour if return (to be filled in when the returns)	Rate for month	Amount for days of actual absence during current month	Name	Substantive Post	Substantive pay	Monthly rate	Amount for current month	Monthly rate of total of columns 10 and 15	Actual for current month total columns (11 and 16
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

29. Register of monthly Statement of premiums realized by deduction in the Pay Bill at the Office of the Superintendent, Government Stationery Depot Bangalore, and remitted to the State Huzur Treasury during the month of.....1931.

Dated on which premium was realised	Policy No.	Name of Insured	Month for which premiums was realized	Amount of premium realized	Remarks as to transfer promotion leave etc..

BICYCLE ADVANCE.

24. Statement of recoveries made from the Pay Bill of the Establishment of the Government Stationery Depot, Bangalore, for the month of.....193 and remitted to the State Huzur Treasury during.....193 .

No.	Name and Designation of Officials	Amount of Advance	Recoveries effected		Total	Balance	Remarks re. transfer and leave of Officials, non-recovery of instalments, etc.
			In the current month	Up to the end of previous month			

STATE PROVIDENT FUND.

25. Schedule of subscription etc , to State Provident Fund deducted from pay in the Pay Bill of the Office of the Government Stationery Depot, Bangalore, for 193 and remitted to the State Huzur Treasury during the month of 193 .

Account No.	Name	Salary	Rate of subscription	Amount realised				Balance outstanding	Remarks
				Subscription proper	Amount withdrawn	Amount refunded to the end of previous month	Amount refunded during the month		

HOUSE BUILDING ADVANCE.

26. Statement showing the amount of House-Building Advance realised by deduction in the Pay Bill of the Establishment of the Government Stationery Depot, Bangaloro, during the month of 193 and remitted to the State Huzur Treasury during.....193 .

No.	Name	Designation	Amount of advance	Amount realised	Number of Instalment	Remarks

27. Register of Court dues recovered from the officials of the Stationery Depot.

Serial number of case	Number of the Court passing the Decree	Name of Parties	Date of Decree	Judgment-Debtor			Amount due to private individual	Steps taken for recovery		Recoveries effected.			Date of remittance to Court	Net balance to be recovered	Remarks
				Name	Residence	Occupation		Nature	Date	How recovered	Date	Amount			
												Rs. a. p.			

28. Register of valuable documents etc., received in the Stationsry Depot.

Serial No.	Date when received	From whom received	Particulars	Initials of Gazetted officers	Officer to whom made over	Initials of officer	How disposed of

FINL. 107] 29. Travelling Allowance Bill of and his Establishment for the month of 193 .

Name	Designation	Actual pay of the appointment	Dates with hours of journey and halts		Route		Purpose of journey	Kind of journey *i.e.* by road or rail mail or ordinary	Number of miles	Allowances claimed							Total of each line	Remarks (Acquittance of the officers)
										Mileage by road		Daily allowance			Railway fare			
			From	To.	From	To				Rate	Amount	Number of days	Rate	Amount	Class single or double	Amount		

30. Register of vacancies in the Government Stationery Depot, Bangalore during the Official year .

1	Serial number (The serial will begin with the official year)
2	Date of vacancy
3	Date of report of vacancy in the Unit Office
4	Designation of the appointment fallen vacant and pay
5	Duration of the vacancy
6	Whether the appointment is to be filled up by promotion or direct recruitment. In the former case, particulars of two previous vacancies made available for direct recruitment in the same class during the year
7	Designation and pay of the consequential appointment to be thrown open for direct recruitment, if necessary
8	Whether the vacancy is one to be filled upon general or special considerations. In the former case, particulars of 2 or 3 previous special vacancies made available during the year for direct recruitment, with reference to serial number in the Gazette
9	Date of forwarding the 'A' statement to the Central Recruitment Board
10	Serial number of the vacancy advertised in the Gazette
11	Date of receipt of application from the C. R. B.
12	Number of applications received from Brahmins and from non-Brahmins
13	Name of the candidate appointed, caste or C. R. B. number of his application
14	Date on which "B" statement was sent to the C. R. B.
15	Whether any objection was taken or enquiry made by the C. R. B. Office in respect of the appointment made in the vacancy (No. and date of communication from the C. R. B. to be noted)
16	Remarks
17	Serial number of the vacancy if re-advertised

31. LETTER FORWARDING BILLS FOR AUDIT.

OFFICE OF THE SUPT. OF STATIONERY,
Bangalore.....19 .

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore.

To

The Comptroller in Mysore,
Bangalore.

SIR,

I have the honor to forward herewith..... bill duly countersigned for Rs.....being the cost of..... .....purchased from..... ..... as per..... .....and to request that the same may be audited and passed for payment at..... .....in favour of..... debiting the cost to the current year's budget grant.

I have the honor to be,
Sir,
Your most obedient Servant,

Superintendent.

OFFICE OF THE SUPT. OF STATIONERY,
Bangalore.....19 .

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore.

To

The Comptroller in Mysore,
Bangalore.

SIR,

I have the honor to forward herewith..... bill duly countersigned for Rs.....being the cost of..... .....purchased from..... ..... as per..... .....and to request that the same may be audited and passed for payment at..... .....in favour of..... debiting the cost to the current year's budget grant.

I have the honor to be,
Sir,
Your most obedient Servant,

Superintendent.

32. LETTER FORWARDING AUDITED BILLS TO FIRMS.

OFFICE OF THE SUPT. OF STATIONERY,
MYSORE GOVERNMENT,

Bangalore.....19 .

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore.

To

.....
.....
.....

SIR

I have the honor to forward herewith.....
bill for Rs..... .....
duly audited and passed for payment at.....
....
in settlement of your bill No..... dated.....19 .
being cost of.....
supplied by you and to request that the same may be cashed and an acknowledgment sent to me early duly stamped.

I have the honor to be,
Sir,
Yours faithfully,

Superintendent of Stationery.

OFFICE OF THE SUPT. OF STATIONERY,
MYSORE GOVERNMENT,

Bangalore.....19

No.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent of Stationery,
Bangalore:

To

.....
.....
.....

SIR,

I have the honor to forward herewith.....
bill for Rs..... .....
duly audited and passed for payment at.....
....
in settlement of your bill No.....dated.....19 .
being cost of..... .....
supplied by you and to request that the same may be cashed and an acknowledgment sent to me early duly stamped.

I have the honor to be,
Sir,
Yours faithfully,

Superintendent of Stationery.

33. Ledger of Advances made to Contractors.
The (Name of Firm)

Receipts			Disbursements		
Date	Particulars	Amount	Date	Particulars	Amount

34. Register of Advances made to Packers for booking Papers and Stationery articles.

No.	Date on which amount is advanced	Amount of Advance	To whom Advanced	Signature of the packer receiving the Advance	Initials of Gazetted Officer	Remarks regarding the dates on which the Advance is adjusted, etc.,

35. Day Book of Receipts and Issues in the Stores.

Date	Serial No.	Names of Offices	Invoice and Indent Number	Month and Year	Date	Receipt Voucher Number	From whom received	Particulars	Quantity	Bill Number	Officers' Initials

36. Packing Memo of Articles supplied from the Stationery Dept.

Case Nos. Bale Nos. Bundle No:

Memo of contents of this Package to

No.	Description of articles	Quantity			No.	Description of articles	Quantity		
		Rms	Q	S			Rms	Q	S
1	Machine-made Foolscap				35	Black lead pencils. No.			
2	Typewriting paper, thick				36	Colored pencils. ,,			
3	Do thin ...				37	Blotting pad. ,,			
4	Carbon paper ...				38	India rubber. ,,			
5	1st quality Memorandum				39	Penknives. ,,			
6	2nd Do ...				40	Scissors (small). ,,			
7	1st quality Note paper ...				41	Green baize. Yards			
8	2nd quality Note paper ...				42	Ink glasses. No.			
9	Combined Envelopes ...				43	Screw-top ink glasses ,,			
10	Cream-wove Foolscap 10 lbs.				44	Candle sticks. ,,			
					45	Wooden ink stands. ,,			
11	Bletting paper ...				46	Rulers. ,,			
12	Brown cartridge ...				47	Paper weights. ,,			
13	Badamy paper ...				48	Pen rests. ,,			
14	Cream-laid quarto post ...				49	Finger printing apparatus. ,,			
	Do note paper ...								
15	"From" Register English				50	T. W. Ribbons, Remington			
16	"To" Do ...				51	Do Oliver			
17	Printing Foolscap books, 2 qrs.				52	Do Underwood			
					53	Do L.C. Smith			
18	Printing Demy quarto Books 1 qr.				54	Do Corona			
					55				
19	Printing Demy octavo Book ½ qr.				56				
					57				
20	Issue book of stationer ...				58				
21	Receipt book of Do ...				59				
22	Forms Issue Book ...				60				
23	Forms Receipt ...				61				
24	File books				62				
25	Needles				63				
26	White Tape ... Skeins				64				
27	Thread white Reels				65				
28	Sealing-wax ... Sticks				66				
29	Candles ... No.				67				
30	D. O. covers .. ,,				68				
31	Steel pen nibs ,,				69				
32	Steel holders ,,				70				
33	Black ink powder. packs.				71				
34	Red Do ,,								

Stationery Office, Bangalore.

Counted and packed by packer,

In the persence of
Clerk.
Supervisor.

NOTE.—This memo should be returned to the Stationery Superintendent within one week after the receipt of the consignment with the following certificate duly signed.

Date "Opened in my presence and the contents found correct."

Station

Signature and designation of the receiving officer,

NOTE.—This case or covering should be sold by auction, and the amount realized remitted to the Treasury, and the Treasury receipt forwarded to the Superintendent of Stationery.

37. Packing Book of the Government Stationery Stores.

No. of Indent	Number of			Address to which sent	Date of packing	Name of packer	Date of despatch	R. R. No. and date	Date of despatch of R. R. to the address	Invoice No. and date	Acknowledgment from the address	Remarks
	Bales	Cases	Bundles									

W D 625—G P B—500—16-10-31